



**BHARATI VIDYAPEETH (DEEMED TO BE UNIVERSITY)
PUNE, 411030 (INDIA)**

(Established under section 3 of the
UGC Act, 1956
Vide notification No.F.9-15/95-U.3 of the
Government of India)

**‘A’ Grade University Status by Ministry of HRD,
Govt. Of India
Re-Accredited by NAAC with ‘A’ Grade**

**THREE YEARS PROGRAMME IN
BACHELOR IN SCIENCE
(HOSPITALITY & HOTEL ADMINISTRATION)**

**CHOICE BASED CREDIT SYSTEM
SYLLABUS**

**To be implemented from the Academic Year
2018 - 2019**

BHARATI VIDYAPEETH DEEMED UNIVERSITY, PUNE
BHARATI VIDYAPEETH (DEEMED TO BE UNIVERSITY) PUNE
(Established u/s 3 of the UGC Act, 1956 Vide Notification No. F.9-15/95-
U.3 of the Govt. Of India)

Faculty of Management
Syllabus for Bachelor in Science (Hospitality & Hotel Administration)
B.Sc (H&HA)

Bharati Vidyapeeth, the parent body of Bharati Vidyapeeth University was established on 10th May 1964, by Dr. Patangrao Kadam with the objective of bringing about intellectual awakening and all side development of the people of our country through dynamic education.

Bharati Vidyapeeth is now a leading educational institution in the country, which has created a history by establishing, within a short span of 52 years or so, 180 educational institutions imparting education from the preprimary stage to post graduate stage. Our college and institutions of higher education impart education in different disciplines including Medicine, Dentistry, Ayurved, Homeopathy, Nursing, Arts, Science, Commerce, Engineering, Pharmacy, Management, Social Sciences, Law, Environmental Science, Hotel Management and Catering Technology, Architecture, Physical Education, Journalism, Photography, Computer Science and Information Technology, Biotechnology & Agriculture.

These educational institutions which have achieved acclaimed academic excellence also cater to the educational needs of thousands of students coming from various states and abroad. Our teaching faculty includes highly qualified, experienced, dedicated and student caring teachers. These educational institutions are located at various places viz. Pune, Navi Mumbai, Kolhapur, Solapur, Sangli, Karad, Panchgani, Jawahar and New Delhi. This spectacular success achieved by Bharati Vidyapeeth is mainly a creation of unusual foresight, exceptionally dynamic leadership and able guidance of the founder of the Vidyapeeth, Dr. Patangrao Kadam. It has been our constant endeavor to impart high quality education and training to our students and so, no wonder that our institutions have been nationally known for their academic excellence. In recognition of the academic merit achieved by these institutions and their potential for development which they have, the Department of Human Resource Development, Government of India and the University Grants Commission of India have accorded the status of a deemed to be university to Bharati Vidyapeeth with its twenty nine constituent units.

Besides these 180 educational institutions, Bharati Vidyapeeth has also been running a Co-operative Bank, Co-operative Consumer Stores, Co-operative Poultry, Co-operative Sugar Factory, Charitable Hospitals and Medical Research Centre and the like.

BHARATI VIDYAPEETH DEEMED UNIVERSITY, PUNE

Bharati Vidyapeeth, the parent organization of this University is one of the largest educational organizations in the country. It has 171 educational units under its umbrella including 67 Colleges and institutes of conventional and professional disciplines.

The Department of Human Resource Development, Government of India on the recommendations of the University Grants Commission accorded the status of "Deemed to be University "initially to a cluster of 12 units of Bharati Vidyapeeth.

Subsequently, 17 additional colleges/institutes were brought within the ambit of Bharati Vidyapeeth Deemed University vide various notifications of the Government of India.

Bharati Vidyapeeth Deemed University commenced its functioning on 26th April, 1996.

Constituent Units of Bharati Vidyapeeth Deemed University

1. BVDU Medical College, Pune.
2. BVDU Dental College & Hospital, Pune
3. BVDU College of Ayurved, Pune
4. BVDU Homoeopathic Medical College, Pune
5. BVDU College of Nursing, Pune
6. BVDU Yashwantrao Mohite College of Arts, Science & Commerce, Pune.
7. BVDU New Law College, Pune
8. BVDU Social Sciences Centre (M.S.W.), Pune
9. BVDU Yashwantrao Chavan Institute of Social Science Studies & Research, Pune.
10. BVDU Centre for Research & Development in Pharmaceutical Sciences & Applied Chemistry, Pune
11. BVDU College of Physical Education, Pune.
12. BVDU Institute of Environment Education & Research, Pune
13. BVDU Institute of Management & Entrepreneurship Development, Pune

BHARATI VIDYAPEETH DEEMED UNIVERSITY, PUNE

14. BVDU Poona College of Pharmacy, Pune
15. BVDU College of Engineering, Pune
16. BVDU Interactive Research School in Health Affairs (IRSHA), Pune
17. BVDU Rajiv Gandhi Institute of Information Technology & Biotechnology, Pune
18. BVDU College of Architecture, Pune
19. BVDU Abhijit Kadam Institute of Management & Social Sciences, Solapur
20. BVDU Institute of Management, Kolhapur
21. BVDU Institute of Management & Rural Development administration, Sangli
22. BVDU Institute of Management & Research, New Delhi
23. BVDU Institute of Hotel Management & Catering Technology, Pune
24. BVDU Yashwantrao Mohite Institute of Management, Malakapur-Karad
25. BVDU Medical College & Hospital, Sangli
26. BVDU Dental College & Hospital, Mumbai
27. BVDU Dental College & Hospital, Sangli
28. BVDU College of Nursing, Sangli
29. BVDU College of Nursing, Navi Mumbai

Approval

This University has come into being as per the provisions in the Act of the University Grants Commission (Section 3 of the UGCA ct of 1956) and by the notification of Government of India. It has the same legal status as that of the other statutory Universities in India.

BHARATIVIDYAPEETH (DEEMED TO BE UNIVERSITY)
INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY
Pune

A Great Choice:

BVDUIHMCT is an institute dedicated to providing quality professional hospitality education. We teach our students the knowledge & specific skills necessary to live successful and to grow into positions of influence & leadership in their chosen profession.

BVIHMCT has been engaged in preparing students to make successful careers for the last 27 years, along the way, we have developed our own way of doing things. Things that our students like and things that the employer's like & appreciate too.

Our Vision: Our vision is "To make education affordable and accessible to masses".

Our Mission: As a part of Bharati Vidyapeeth, we contribute in our own way to the vision of our founder, Dr. Patangrao Kadam—"Social transformation through dynamic education", by nurturing the spirit of professional education as a source and a system to enhance equality of life in society.

Our Goal: To ensure professional approach to teaching with an excellent environment for students to gain an international awareness of the industry through effective communication techniques.

Our Objectives:

- To offer students the opportunity to develop their practical, management, and communication abilities.
- To provide each individual student with the training know how for a successful career in the highly competitive industry.
- To develop the personality of a student as required by the hospitality industry.
- To make students worthy citizens of the nation.

Increasingly selective hotels target BVDUIHMCT students not only for their achievements but also for their attitude which is vital in today's competitive world.

Realising the increasing importance of Hotel Management and Tourism as a profession and

industry and also the need to make arrangements for Hotel Magement and Tourism Education Dr.Patangrao Kadam, the founder of Bharati Vidyapeeth with his unusual futuristic vision established the Institute of Hotel Management & Catering Technology in the year 1992.

Over the years, the institution has established itself as an ideal centre of Hotel Management education.

BHARATI VIDYAPEETH (DEEMED TO BE UNIVERSITY)
Faculty of Management Studies
Bachelor in Science (Hospitality & Hotel Administration)
Revised Course Structure to be implemented from 2018-2019

I. Title:

- a) **Name of the Programme:** Bachelor in Science (Hospitality & Hotel Administration)
- b) **Nature and Duration of Programme:** Full Time under Graduate Programme of 03 Years
(Approved by UGC)

II. Introduction:

Bachelor in Science (Hospitality & Hotel Administration) is a Full Time Three year programme offered by Bharati Vidyapeeth Deemed University and conducted at Bharati Vidyapeeth Deemed University-Institute of Hotel Management & Catering Technology, Pune.

The institute has experienced faculty members, excellent infrastructure, well stocked library and Computer Lab with LAN/Internet facility and other facilities to provide a conducive environment for learning and development.

III. Rationale for Syllabus Revision

The curriculum of the Three Years Bachelor in science (Hospitality & Hotel Administration) is devised to incorporate changes in the hospitality and tourism industry and to keep abreast with the current trends in the hospitality industry.

In view of the dynamic nature of the hospitality industry and the evolving expectations of the stakeholders such as the students, parents and the society, need was felt for the revision of the syllabus and to introduce a Choice Based Credit system.

Over the period of two years the faculty members of the institute, adjunct faculty members and industry experts have been involved in the framing of the structure and course content.

The revised syllabus is designed to equip the students with the essential knowledge, skills and attitudinal orientation vital for successful careers in the hospitality industry.

Attempt has been made to incorporate the current trends such as Environmental studies, Safety and security, Application of Computers in Hotels, Skill enhancement for Media and Journalism in Hospitality. Other relevant courses such as Retail Management, Event Management, Entrepreneurship Development, Hotel Economics, First aid have also been incorporated. The Curriculum provides students with an opportunity to select an area of specialization among the Discipline Specific electives.

IV. Objectives and Frame work of the curriculum of B.Sc (H&HA) programme

1. The basic objectives of the B.Sc (H&HA) programme is to provide to the hospitality industry a steady stream of competent young men and women with the necessary knowledge, skills, values and attitudes to occupy key operational positions.
2. The course structure of the B.Sc (H&HA) programme is designed keeping in view with the objectives stated above. Consequently certain essential features of such model programmes structure would be:
 - a) To impart to the student latest and relevant theoretical and practical knowledge for deloping their competencies to work in the field of hospitality services.
 - b) To provide opportunities to the students within and outside the institute for for developing necessary operational skills necessary for the hospitality industry.
 - c) To develop the right kind of values and attitudes to function effectively in the hospitality industry.
3. The following considerations have been taken into account:
 - a) The knowledge inputs and opportunities for skill development have been offered in an evenly distributed and logically sequenced manner.
 - b) The design is simple and logical.
4. The relative importance of skill development and attitudinal oreination in management education suggest that the instituons offering B.Sc (H&HA) programmes should have some freedom on course development in chooosing methods of instuctions and internal assesment in a broad frame work of ovjectives and cirriculum structure.
5. A weight age of 40 precent is given to Internal Assessment, consisting of tasks like classroom exercises, tests, seminars, presentations.quizzes, group tasks, self study assignments, class room discusiion etc.
6. The External Assessment (University Examination) has a weightage of 60 percent.

This full time Three Year programme in B.Sc (H&HA) has 6 semesters. Each semester has a total of 20 academic weeks of which 16 weeks's comprise instructional weeks.

V. Eligibility for Admission

Admission to the B.Sc (H&HA)programme is open to any candidate having passed the H.S.C.(ClassXII) examination or its equivalent in academic streams of Science, Arts, Commerce or vocation from any recognized board.

Candidates who have taken admission to Four Years BHMCT and would like to change over to B.Sc(H&HA) after first year of BHMCT can do so subject to availability of seats and provided the candidate has passed all the subjects in First Year of BHMCT.

Candidates who have appeared for class XII Re-examination may also apply for admission. Admission of such candidates will remain provisional until submission of the H.S.C (Class XII) Mark list and passing Certificate in original.

Subject to the above conditions, the final admission is based solely on:

- i) Merit in the Entrance Examination conducted by Bharat iVidyapeeth Deemed University
- ii) Submission of College Leaving/Transfer/ Migration Certificate and Anti Ragging Affidavit.

VI. Structure of the Programme

1. B.Sc (H & HA) is a three years programme divided into six semesters.
2. A student of B.Sc (H & HA) programme must take 150 credits to fulfill the total number of credits required for the completion of the academic Programme
3. The curriculum requires the students to spend at least 32 hours per semester for non credit course options such as Community Service, Sports Activities, Cultural Activities, General Interest Activities (during Semester I and Semester III B.Sc(H&HA) in order to encourage participation in extra curricular activities which is aimed at developing an all rounded personality of the students.
4. After imparting general understanding of the hotel operations during the first three semesters, the students are provided with an opportunity to select areas of specialization in the fourth semester from amongst the Discipline Specific Elective courses in the fourth semester and in detail in

the subsequent semesters.

5. Students have to choose and study atleast any two courses from among the list of Ability Enhancing Elective Courses and atleast any two courses from among the list of Skill Enhancing Elective Courses of their choice during the second and third year of their choice during the Second & Third Year of B.Sc (H&HA). Ability Enhancing Elective course and Skill Enhancing Elective course carries 04 credits each.
6. The programme includes on the job learning in the form of Industrial Exposure for a period of 18 weeks in a classified hotel of 3 star category and above during the fourth semester with 31 credits.
7. The medium of instruction and examination will be English.
8. A student would be required to complete the course within 08 academic years from the date of admission.
9. Outline of the Structure of B.Sc (H&HA) programme is given in Appendix I and Detailed Syllabus is given in Annexure II.

VII. Attendance

The students are required to have atleast 75% attendance in each course. The students who fail to comply with the above requirement shall not be allowed to appear for the University examinations. Such students shall have to seek readmission in the same class of the succeeding year.

VIII. Choice Based Credit System

In the credits system, each in the Credit system, each course is defined in terms of expected learning outcomes. The study load (The average number of clock hours spend per student is needed to achieve the Expected learning outcomes) determines the assigned credit value for each course. The total assigned credits of all courses are the assigned credit for the programme and this total constitutes the minimum credits required to be earned to complete the programme and obtain the degree from the university.

The minimum credits to complete Three Years B.Sc (H&HA) programme shall be 150 credits.

The courses in B.Sc (H&HA) programmes are of various kinds and include:

- DSC Discipline Specific Compulsory Course
- DSE Discipline Specific Elective Course
- AEC Ability Enhancing Compulsory Course
- AEE Ability Enhancing Elective Course
- SEC Skill Enhancing Compulsory Course
- SEE Skill Enhancing Elective Course
- LEC Language Enhancing Compulsory Course
- LEE Language Enhancing Elective Course
- NC Non Credit Course

In terms of a semester of 15/16 weeks, Every One hours session per week of theory / lecture = One Credit per semester. Every Two hours Session per week of practice = One Credit per semester.

Discipline Specific courses are about 70% of the minimum credits that constitute the programme.

Assessment

1. The final total assessment of the candidates shall be made in terms of an Internal Assessment (IA) and External Assessment (EA) with the exception of Ability Enhancing Elective courses and Skill Enhancing Elective Courses which will be made in terms of continuous Assessment only. The internal assessment will be conducted by the institute and external assessment will be conducted by the university. The external assessment will be based on the entire Syllabus. Internal Assessment (IA), Continuous Assessment (CA) and External Assessment (EA) will constitute as separate heads of passing and they will be shown separately in the transcripts.
2. For each course, the ratio of internal assessment in relation to the external assessment shall be 40:60.
3. Internal assessment (IA) will be calculated as follows: 50% based on

Attendance, class participation, performance, journal work, classroom exercises, presentations, quizzes, group tasks, self-study assignments, classroom discussion etc, and 50% based on the performance in minimum two class tests during these semester.

4. External Assessment (EA) will be based on the examinations conducted by the University at the end of each semester.
5. Ability Enhancing Elective courses and Skill Enhancing Elective Courses will have only Continuous Assessment (CA) based on the performance in minimum two class tests and submission of minimum 04 assignments during the semester.
6. Industrial Exposure will have Continuous Assessment and External Assessment.

Continuous Assessment will be based on the Performance Appraisal filled by the departmental heads of the various Operational Departments of the Hotel in which the student undergoes Industrial Exposure. The Training Report has to be prepared and submitted to the Principal within the stipulated time for assessment. The training report will be assessed by a panel of examiners appointed by the University, comprising of one internal examiner and one external examiner (preferably HOD of a classified hotel of 3 Star category and above or a Senior faculty from any recognized Institute of Hotel Management).

7. Non Credit courses will be assessed as 'Satisfactory' or 'Unsatisfactory' Performance based on completion of assigned activities/tasks and submission of the report thereof.
8. Students have to complete the Compulsory Core Module in Environmental Studies and will be assessed as 'Pass' or 'Fail' based on their performance in the examination conducted by the University.
9. Re-assessment of Internal Marks: In case of those students who have secured less than 5 grade points in internal assessment the institute shall administer additional internal assessment test, the result of which shall be conveyed to the University as revised internal marks. In case the result of the internal test as above results in lower marks than the original figure of marks shall prevail, in short the rule is that the higher of the two figures of

the marks, shall be taken into consideration.

10. The Grades obtained in Internal Assessment/ContinuousAssessment will be communicated to the University at the end of each semester. These marks will be considered for the declaration of the results.

Standard of passing

For all courses, both internal assessment and External assessment constitute separate heads of passing. In order to pass in such courses and to earn the assigned credits, the students must obtain a minimum grade point of 5 (40%marks) at External Assesment and also a minimum of grade point of 5 (40%marks) for Internal Assesment.

In order to pass in curses which are assessed on the bais of continuous assessment the student must secure at least Pass Grade equivalent to 5 grade points.

A student who fails at External Assessment (EA) of a course has to reappear only for External assessment and clear the head of passing, Similarly a student who fails in internal Assessment/ContinuousAssessment of a course has to appear only for Internal Assesment /Continious Assesment as a backlog student and clear the head of passing to secure the Grade Point Average (GPA) required for passing. The performance of Inernal assessment and continuous assessment will be combined to obtain Grade Point Average for the course the weights for performance at External Assesment and Internal Assesment shall be 60 % and 40 % respectively. Students can avail the verification/revaluation facility as per the prevailing policy, guidelines and norms of the University.

GradingSystem

10 point Grading System for grading in each head of passing shall be adopted as suggested by the Bharati Vidyapeeth University.

The grading system shall be as shown in the Table1 below

Range of Marks (out of 100)	GradePoint	Grade
80≤Marks≤100	10	O
70≤Marks<80	9	A+
60 ≤Marks<70	8	A
55≤Marks<60	7	B+
50 ≤Marks<55	6	B

$40 \leq \text{Marks} < 50$	5	C
$\text{Marks} < 40$	0	D

The performance at Internal Assessment /Continuous Assessment will be combined to obtain the Grade Point Average (GPA) and EA will be combined to obtain the Grade Point Average (GPA) for the course. The Weights for performance at External Assessment and Continuous Assessment shall be 60 % and 40 % respectively.

The GP for a course shall be calculated by first finding the total marks for the course. The corresponding GP Average as per the table below shall be the GPA for the course.

The Formula to calculate the GradePoint (GP) -

Suppose that 'Max' is the maximum marks assigned for an examination or evaluation based on which Grade point will be computed. In order to determine the GP, $\text{GP} = \text{Max}/10$ (since we have adopted 10 Points system) The GP is calculated by the formula as shown in the Table2. After computing the grade point, the grade can be found from Table1.

Table2: Formula to calculate Grade Point in individual evaluations.

Range of Marks at the valuation	Formula for the Grade Point
$8x \leq M \leq 10x$	10
$5.5x \leq M < 8x$	$\text{Truncate}(M/x) + 2$
$4x \leq M < 5.5x$	$\text{Truncate}(M/x) + 1$

Two kinds of performance indicators namely Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA) shall be computed at the end of each term. The SGPA measures the cumulative performance of the learner in all the courses in a particular semester, while the CGPA measures the cumulative performance in all courses since his/her enrolment. The CGPA of a learner when he or she completes the programme is the final result of the learner.

The SGPA is calculated by the formula

$$\text{SGPA} = \frac{\sum C_k \times \text{GP}_k}{\sum C_k}$$

Where C_k is the credit value assigned to a course and GP_k is the GPA obtained by the learner in the course. In the above, the sum is taken over all courses that the learner has undertaken for the study during the semester, including those in which he/she might have failed or those for which he/she remained absent.

Formula to compute equivalent percentage marks for specified CGPA.

$$\begin{aligned} & 10 \times \text{CGPA} - 10, \text{ if } 5.00 \leq \text{CGPA} \leq 6.00 \\ & 05 \times \text{CGPA} + 10, \text{ if } 6.00 \leq \text{CGPA} \leq 8.00 \\ \% \text{ Marks (CGPA)} = & 10 \times \text{CGPA} - 20, \text{ if } 8.00 \leq \text{CGPA} \leq 9.00 \\ & 20 \times \text{CGPA} - 110, \text{ if } 9.00 \leq \text{CGPA} \leq 9.50 \\ & 40 \times \text{CGPA} - 300, \text{ if } 9.50 \leq \text{CGPA} \leq 10.00 \end{aligned}$$

ATKT Rules:

A student is allowed to keep term for semester III if he/she has a backlog of not more than eight courses (Theory as well as Practical) in Semester I and Semester II together

A student shall be allowed to keep term for semester V, if he/she has a backlog of not more (Theory as well as Practical) in Semester III and IV together and should pass all the subjects of Semester I and Semester II.

Award of Honours

A student who has completed the minimum credit specified for the programmes shall be declared to have passed in the programme.

The final result will be in terms of letter grade only and is based on the CGPA of all courses studied and passed.

The criteria for the award of honours are given in the table below.

Question Paper Pattern for External Assessment conducted by the University

Range of CGPA	Final Grade	Performance Descriptor	Equivalent Range of Marks
$9.50 \leq \text{CGPA} \leq 10.00$	O	Outstanding	$80 \leq \text{Marks} \leq 100$
$9.00 \leq \text{CGPA} \leq 9.49$	A+	Excellent	$70 \leq \text{Marks} \leq 80$
$8.00 \leq \text{CGPA} \leq 8.99$	A	Very Good	$60 \leq \text{Marks} \leq 70$
$7.00 \leq \text{CGPA} \leq 7.99$	B+	Good	$55 \leq \text{Marks} \leq 60$
$6.00 \leq \text{CGPA} \leq 6.99$	B	Average	$50 \leq \text{Marks} \leq 55$
$5.00 \leq \text{CGPA} \leq 5.99$	C	Satisfactory	$40 \leq \text{Marks} \leq 50$
$\text{CGPA below } 5.00$	F	Fail	Marks below 40

The pattern of Question Paper for External Assessment (60 Marks) of Theory subjects

conducted by the University will be as follows:

1. The Question Paper will be divided into 02 Sections, Section I and Section II.
2. Each Section will consist of 03 Questions and all questions will be compulsory.
3. Question 1 of each Section shall be Objective in nature (Multiple Choice Question, Fill in the Blanks, Match the Pairs, True or False etc.) and carry a total of 06 marks only.
4. Question 2 and Question 3 will be of 12 marks each with internal choice. A question may be subdivided into sub-question a, b, c ...and the allocation of marks will depend on the weight age given to the topic.
5. Questions shall be set to assess the basic knowledge acquired, comprehension and application of knowledge in a given situation.
6. The Chairman of Board of Paper Setters for each course shall ensure that the questions cover the entire syllabus as per the weight age of marks indicated in the syllabus.
7. The duration of written examination shall be 2 ½ hours.

PROGRAMME STRUCTURE FOR B.Sc. (H&HA)
B.Sc. (H&HA) (6 semesters with subjects)
Bachelor of Science (Hospitality and Hotel Administration)-Three Years under
Choice Based Credit System

DSC: DISCIPLINE SPECIFIC COMPULSORY COURSE

LEC: LANGUAGE ENHANCING COMPULSORY COURSE

NC: NON CREDIT COURSE

LEE: LANGUAGE ENHANCING ELECTIVE COURSE

AEC: ABILITY ENHANCING COMPULSORY COURSE

SEC: SKILL ENHANCING COMPULSORY COURSE

S E M	SUBJECT CODE	SUBJECT NAME	CHOICE	MARKS				HORS / WEEK	CREDITS/ WEEK
				IA	EA	CA	Total		
I	DSC 101	BASIC INDIAN FOOD PRODUCTION (THEORY)	COMPULSORY	40	60	--	100	03	03
	DSC 101 A	BASIC INDIAN FOOD PRODUCTION (PRACTICAL)	COMPULSORY	40	60	--	100	04	02
	DSC 102	BASIC FOOD & BEVERAGE SERVICE I (THEORY)	COMPULSORY	40	60	--	100	03	03
	DSC 102 A	BASIC FOOD & BEVERAGES SERVICE I (PRACTICAL)	COMPULSORY	40	60	--	100	02	01
	DSC 103	BASIC HOUSEKEEPING OPERATIONS (THEORY)	COMPULSORY	40	60	--	100	02	02
	DSC 103 A	BASIC HOUSEKEEPING OPERATIONS	COMPULSORY	40	60	--	100	02	01
	DSC 104	BASIC FRONT OFFICE OPERATIONS (THEORY)	COMPULSORY	40	60	--	100	02	02
	DSC 104 A	BASIC FRONT OFFICE OPERATIONS (PRACTICAL)	COMPULSORY	40	60	--	100	02	01
	AEC 101	FOOD COMMODITIES	COMPULSORY	20	30	--	50	02	02
	LEE 101 LEE 102	BUSINESS COMMUNICATION* (THEORY)	ANYONE	40	60	--	100	02	02
	LEE 101A LEE 102A	BUSINESS COMMUNICATION (PRACTICAL) BASIC FRENCH (PRACTICAL)	ANYONE*	20	30	--	50	04**	02
				400	600	--	1000	28	21

*EXEMPTION OF BUSINESS COMMUNICATION ONLY IF THE CANDIDATE HAS SECURED A MINIMUM OF 60% & ABOVE IN THE QUALIFYING EXAMINATION.

**INCLUDES CLASS HOURS AS WELL AS HOURS SPENT IN PRACTICE OUTSIDE CLASS.

S E M	SUBJECT CODE	SUBJECT NAME	CHOICE	MARKS				HOURS/ WEEK	CREDITS / WEEK
				IA	EA	CA	TOTAL		
II	DSC201	BASICCONTINENTALFO ODPRODUCTION (THEORY)	COMPULSOR Y	40	60	--	100	03	03
	DSC201 A	BASICCONTINENTALFO ODPRODUCTION(PRACTICAL)	COMPULSOR Y	40	60	--	100	04	02
	DSC202	BASICFOOD&BEVERAG ESERVICEII(THEORY)	COMPULSOR Y	40	60	--	100	03	03
	DSC202 A	BASICFOOD&BEVERAG ESERVICEII(PRACTICAL)	COMPULSOR Y	40	60	--	100	02	01
	DSC203	MANAGING HOUSEKEEPING OPERATIONS(THEORY)	COMPULSOR Y	40	60	--	100	02	02
	DSC203 A	MANAGING HOUSEKEEPING OPERATIONS (PRACTICAL)	COMPULSOR Y	40	60	--	100	02	01
	DSC204	MANAGING FRONT OFFICE OPERATIONS(THEORY)	COMPULSOR Y	40	60	--	100	02	02
	DSC204 A	MANAGING FRONT OFFICE OPERATIONS (PRACTICAL)	COMPULSOR Y	40	60	--	100	02	01
	SEC101	PERSONALITY SKILLS FOR HOSPITALITY INDUSTRY (THEORY)	COMPULSOR Y	40	60	--	100	03	03
	SEC101 A	PERSONALITY SKILLS FORHOSPITALITY INDUSTRY (PRACTICAL)	COMPULSOR Y	20	30	--	50	04*	02
				380	570		950	27	20

*INCLUDES CLASS HOURS AS WELL AS HOURS SPENT IN PRACTICE OUTSIDE CLASS

SEM	SUBJECT CODE	SUBJECT NAME	CHOICE	MARKS				HOURS / WEEK	CREDITS / WEEK
				I A	EA	CA	Total		
III	DSC301 (I)	INDUSTRY EXPOSURE & REPORT-I	COMPULSORY	--	120	80	200	54	35
	AEE 101-107	SELECT FROM LIST	ANY ONE	--	--	50*	50	04	04
				--	120	130	250	58	39

THE STUDENT IS REQUIRED TO UNDERTAKE 22 WEEKS OF INDUSTRIAL EXPOSURE WITH A CLASSIFIED HOTEL (3 STAR AND ABOVE) IN THE FOLLOWING OPERATIONAL DEPARTMENTS:

- FOOD PRODUCTION OPERATIONS
- FOOD & BEVERAGE OPERATIONS
- HOUSEKEEPING /ACCOMODATION OPERATIONS
- FRONT OFFICE OPERATIONS

*ABILITY ENHANCING ELECTIVE COURSES WILL HAVE CONTINUOUS ASSESSMENT BASED ON PERFORMANCE IN THE TWO CLASS TESTS AND SUBMISSION OF MINIMUM FOUR ASSIGNMENTS

SEM	SUBJECT CODE	SUBJECT NAME	CHOICE	MARKS				HOURS/ WEEK	CREDITS/ WEEK
				IA	EA	CA	Total		
IV	DSC 401	LARDER & BASIC BAKING	COMPULSORY	40	60	--	100	04	04
	DSC 401A	LARDER & BASIC BAKING	COMPULSORY	40	60	--	100	08	04
	DSC 402	ALCOHOLIC BEVERAGES I (THEORY)	COMPULSORY	40	60	--	100	03	03
	DSC 402A	ALCOHOLIC BEVERAGES (PRACTICAL)	COMPULSORY	40	60	--	100	02	01
	DSC 403	ALLIED HOUSEKEEPING FUNCTIONS	COMPULSORY	40	60	--	100	02	02
	DSC 403A	ALLIED HOUSEKEEPING FUNCTIONS	COMPULSORY	40	60	--	100	02	01
	DSC 404	FRONT OFFICE ACCOUNTING (THEORY)	COMPULSORY	40	60	--	100	02	02
	DSC 404 A	FRONT OFFICE ACCOUNTING (PRACTICAL)	COMPULSORY	40	60	--	100	02	01
	LEC101	HOTEL FRENCH (THEORY)	COMPULSORY	40	60	--	100	03	03
	LEC101A	HOTEL FRENCH (PRACTICAL)	COMPULSORY	20	30	--	50	04*	02
	SEE101-106	SELECT FROM LIST	ANY ONE	--	--	50**	50	04	04
	NC101A NC102A NC103A NC104A	COMMUNITY SERVICE SPORTS ACTIVITIES CULTURAL ACTIVITIES	ANYONE***	--	--	--	--	02	00
				380	570	50	1000	36	27

*INCLUDES CLASS HOURS AS WELL AS HOURS SPENT IN PRACTICE OUTSIDE CLASS

**SKILL ENHANCING ELECTIVE COURSES WILL HAVE CONTINUOUS ASSESSMENT BASED ON PERFORMANCE IN THE TWO CLASS TESTS AND SUBMISSION OF MINIMUM FOUR ASSIGNMENTS

*** STUDENTS ARE REQUIRED TO TAKE ANY ONE OF THE NON CREDIT COURSES WHICH WILL BE ASSESSED AS "SATISFACTORY" OR "UNSATISFACTORY" PERFORMANCE BASED ON COMPLETION OF ASSIGNED ACTIVITIES /TASKS AND SUBMISSION OF REPORT THERE OF.

SEM	SUBJECT CODE	SUBJECTNAME	CHOICE	MARKS				HOURS/ WEEK	CREDITS/ WEEK
				IA	EA	CA	TOTAL		
V	DSE101 DSE102 DSE103	QUANTITY INDIAN & REGIONAL FOOD PRODUCTION (THEORY) ALCOHOLIC BEVERAGES II (THEORY) ACCOMMODATION OPERATIONS (THEORY)	ANY ONE	40	60	--	100	04	04
	DSE101A DSE102A DSE103A	QUANTITY INDIAN & REGIONAL FOOD PRODUCTION (PRACTICAL) ALCOHOLIC BEVERAGES II (PRACTICAL) ACCOMMODATION OPERATIONS (PRACTICAL)	ANY ONE	40	60	--	100	08 08* 08*	04 04 04
	SEC 102	ACCOUNTING SKILLS FOR HOTELS (THEORY)	COMPULSORY	40	60	--	100	03	03
	SEC 103	TOURISM OPERATIONS (THEORY)	COMPULSORY	40	60	--	100	03	03
	AEC 102	HOSPITALITY LAW (THEORY)	COMPULSORY	40	60	--	100	03	03
	AEE 101-107	SELECT FROM LIST	ANY ONE	--	--	50**	50	04	04
				200	300	50	550	25	21

*INCLUDES CLASS HOURS AS WELL AS HOURS SPENT IN PRACTICE OUTSIDE CLASS

STUDENTS OPTING FOR DSE 102A MAY UNDERTAKE MINIMUM 08 ODC OR PARTTIMEJOB/ WEEKEND JOB WITH REPUTED HOTELS/ RESTAURANTS FOR MINIMUM 64 HOURS IN THE SEMESTER.

STUDENTS OPTING FOR DSE 103A MAY ENGAGE THEMSELVES IN PRACTICAL TRAINING/ PART TIME JOB WITH REPUTED HOTELS FOR

MINIMUM 64 HOURS IN THE SEMESTER

**** ABILITY ENHANCING ELECTIVE COURSES WILL HAVE CONTINUOUS ASSESSMENT BASED ON PERFORMANCE IN THE TWO CLASS TESTS AND SUBMISSION OF MINIMUM FOUR ASSIGNMENTS.**

SEM	SUBJECT CODE	SUBJECTNAME	CHOICE	MARKS				HOURS/ WEEK	CREDITS/ WEEK
				IA	EA	CA	Total		
VI	DSE 201 DSE 202 DSE 203	SELECT FROM LIST (THEORY)	ANY ONE	40	60	--	100	04	04
	DSE 201 A DSE 202 A DSE 203 A	SELECT FROM LIST (PRACTICAL)	ANY ONE	40	60	--	100	08 08* 08*	04 04 04
	SEC 104	APPLICATIONS OF COMPUTER IN HOTELS (THEORY)	COMPULSORY	20	30	--	50	02	02
	SEC 104 A	APPLICATIONS OF COMPUTER IN HOTELS (PRACTICAL)	COMPULSORY	40	60	--	100	04	02
	AEC 103	HOSPITALITY MARKETING (THEORY)	COMPULSORY	40	60	--	100	03	03
	AEC 104	HUMAN RESOURCE MANAGEMENT (THEORY)	COMPULSORY	40	60	--	100	03	03
	SEE 101 - 107	SELECT FROM LIST (THEORY)	ANY ONE OR TWO**	--	--	50 * *	50	04	04
				220	330	50	600	28	22

***INCLUDES CLASS HOURS AS WELL AS HOURS SPENT IN PRACTICE OUTSIDE CLASS**

STUDENTS OPTING FOR DSE 203 A-DSE 204 A MAY UNDERTAKE MINIMUM 08 ODC OR PART TIME / WEEKEND JOB WITH REPUTED HOTELS / RESTAURANTS FOR MINIMUM 64 HOURS IN THE SEMESTER.

STUDENTS OPTING FOR DSE 205 A-DSE 206 A MAY ENGAGE THEMSELVES IN PRACTICAL TRAINING/ PART TIME JOB WITH REPUTED HOTELS FOR MINIMUM 64 HOURS IN THE SEMESTER.

****SKILL ENHANCING ELECTIVE COURSES WILL HAVE CONTINUOUS ASSESSMENT BASED ON PERFORMANCE IN THE TWO CLASS TESTS AND SUBMISSION OF MINIMUM FOUR ASSIGNMENTS**

LIST OF DISCIPLINE SPECIFIC ELECTIVE COURSE(THEORY)

DSE201 ADVANCED FOOD PRODUCTION & KITCHEN MANAGEMENT
(THEORY)

DSE202 FOOD & BEVERAGE OPERATIONS & MANAGEMENT (THEORY)

DSE203 ACCOMMODATION MANAGEMENT (THEORY)

LIST OF DISCIPLINE SPECIFIC ELECTIVE COURSE (PRACTICAL)

DSE201 ADVANCED FOOD PRODUCTION & KITCHEN MANAGEMENT
(PRACTICAL)

DSE202 FOOD & BEVERAGE OPERATIONS & MANAGEMENT
(PRACTICAL)

DSE203 ACCOMMODATION MANAGEMENT (PRACTICAL)

LIST OF ABILITY ENHANCING ELECTIVE COURSES

AEE101 CATERING SCIENCE

AEE102 DIETITICS & NUTRITION

AEE103 FOOD & BEVERAGE CONTROLS

AEE104 PRINCIPLES OF MANAGEMENT

AEE105 ORGANISATION BEHAVIOR

AEE106 HOTEL ECONOMICS

AEE107 FINANCIAL MANAGEMENT

LIST OF SKILL ENHANCING ELECTIVE COURSES

SEE101 FIRST AID

SEE102	HOTELMAINTENANCE
SEE103	RETAILMANAGEMENT
SEE104	EVENTMANAGEMENT
SEE105	ENTREPRENEURSHIP DEVELOPMENT
SEE106	FACILITYPLANNING
SEE107	SKILL ENHANCEMENT FOR MEDIA
&JOURNALISMINHOSPITALITY	(PRACTICAL)

SEMESTER- I

SUBJECT CODE: DSC 101 SUBJECT : BASIC INDIAN FOOD PRODUCTION (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
03	40	60	--	100	03

Rationale

This subject intends to develop knowledge and basic culinary skills, which will help students to develop a comprehensive insight into culinary history, ingredients and their uses, methods of cooking, basic cooking equipment and tools.

		Hours	Marks
Chapter 1	Introduction to art of cookery	06	08
1.1	Culinary History		
1.2	Origins of classical and modern cuisine		
1.3	Classical kitchen brigade for a five star hotel		
1.4	Duties and responsibilities of Executive Chef and various chefs		
1.5	Organization of modern kitchen		
1.6	Standards of professionalism		
1.7	Kitchen Uniforms		
1.8	Inter departmental co-ordination		
Chapter 2	Mise-en-place	04	08
2.1	Importance		
2.2	Weighing and measuring ingredients-weight and volume consideration		
2.3	Preparation of ingredients		
2.4	Methods of mixing food		
Chapter 3	Equivalents of ingredients	04	04
3.1	Equivalents of various ingredients used in the kitchen-cereals, pulses, vegetables, fruits, nuts, fish, meat.		
Chapter 4	Methods of Cooking	14	16
4.1	Aims and Objectives of cooking food		
4.2	Effects of heat on food- proteins, carbohydrates, vitamins, fats, minerals, fruit and vegetable fiber, flavor components		
4.3	Types of pigments in vegetables, fruits and animal products		
4.4	Effects of heat, acid, alkali, oxidation and metal on pigments		

4.5	Precautions for enhancing and retention of colour.		
4.6	Methods of heat transfer- conduction, convection, radiation.		
4.7	Cooking methods- Moist & Dry (Salient features of various cooking methods, temperature precaution) Steaming, braising, stewing, poaching, boiling, baking, roasting, grilling, frying, broiling, microwave and solar.		
Chapter 5	Tools & Equipments	04	06
5.1	Introduction to various types of Knives, Hand tools and Small equipments, Measuring devices, Pots, Pans and Containers		
5.2	Use and maintenance of Equipment- Cooking range, Mixer, OTG, Refrigerator.		
5.3	Properties, Advantages and Disadvantage of various materials used in tools and equipment		
Chapter 6	Sanitation and Safety	08	08
6.1	Personnel Hygiene		
6.2	Food Storage		
6.3	Hygiene & safe practices in food handling and preparation		
6.4	Cleaning and Sanitizing Equipments		
6.5	Rodent and insect control		
6.6	Safety practices at work place, preventing cuts & burns, falls & injuries		
6.7	Fire prevention.		
6.8	HACCP system.		
Chapter 7	Standard Recipe	04	06
7.1	Definition		
7.2	Uses & Limitations		
7.3	Structure		
Chapter 8	Culinary Terms	04	04

Raita	Payassam	Do pyaza
Murabba	Korma	Bharwaan
Phirnee	Kofta	Bhurta
Chenna	Khoya	Pakora
Rabarhi	Kachumber	Kadhi
Khichri	Kachori	Baghar
Achar	Boti	Bhujjia
Halwa	Bonda	Foogath
Bhunnana	Bhunao	Vindaloo
Boondi	Kheema	Burfi
Pachadi	Dhansak	Chikki
Kulfi	Pulao	Falooda

REFERENCE BOOKS:

Sr.No.	Name of the Book	Author	Publisher
1	Professional Cooking	Wayne Gisselen	John Wiley & Sons , N.Y
2	Modern cookery for Teaching and Trade	Thangam E. Philip	Orient Longman Ltd.Mumbai
3	Theory of cookery	Krishna Arora	Frank Bros & Co. Ltd. New Delhi
4	Theory of Catering	Kinton Ceserani	ELBS
5	Practical cookery	Kinton Ceserani	ELBS
6	The book of ingredients	Jane Grigson	Pengiu Books ,England
7	Basic Cookery	Richard Maetland & Derek Welsby	Heinemann Professional
8	Food Commodities	Bernard Davis	Heinemann Professional
9	Food Commodities For Cookery	Lingard & Sizer	Butterworth & Heinemann

SUBJECT CODE:DSC101A					
SUBJECT: BASIC INDIAN FOOD PRODUCTION (PRACTICAL)					
Teaching Scheme/Week	Examination Scheme				
Practical Hours	IA Marks	EA Marks	CA Marks	Total	Credits
04	40	60	--	100	02

Minimum 12 practicals of Indian menus to be conducted and should include basic rice/ Indian bread meat, vegetable and sweet dishes.

It is recommended that demonstrations be conducted in the initial stages to familiarise the students with the following:

1. Introduction of various tools and their usage.
 2. Familiarization and identification of commonly used ingredients—weights and volume conversion, yield testing.
 3. Basic hygiene practices to be observed in the kitchen.
 4. Safety practices in the kitchen.
 5. Food storage.
 6. Use of knife and cutting techniques, cuts of vegetables.
 7. Pre-preparations, mixing methods.
 8. Basic Cooking methods.
- Students are required to maintain a journal to record the various practicals attended and the teacher must record the performance evaluation of the same on a day to day basis.

SUBJECT CODE:DSC102					
SUBJECT: BASIC FOOD & BEVERAGE SERVICE–I (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
03	40	60	--	100	03

Rationale

To impart comprehensive knowledge and develop technical skills in basic aspects of Food & Beverage operations in the hotel industry.

		Hours	Marks
Chapter 1	The Food & Beverage Industry	06	08
1.1	Introduction to Food & Beverage Industry		
1.2	Classification of Catering Establishments		
1.3	Introduction to Food & Beverage Operations		
Chapter 2	Food & Beverage Service Areas in the Hotel	08	10
2.1	Restaurant , Coffee Shop, Room Service, Bars, Banquets, Snack Bars, Executives lounges,		
2.2	Business Centre & Night Clubs Auxiliary Areas		
Chapter 3	Food & Beverage Service Equipments	06	10
3.1	Types & Usage of Equipments , Furniture, Chinaware, Silverware, Glassware, Linen and Disposables		
3.2	Special Equipments,Care and maintenance of Equipments		
Chapter 4	Food & Beverage Service Personnel	08	12
4.1	Food & Beverage Service Organizations		
4.2	Job Description & Job Specification of Food & Beverage Staff		
4.3	Attitudes & attributes of Food & Beverage service personnel, competencies		
4.4	Basic etiquettes for service staff, Interdepartmental relationship		
Chapter 5	Food & Beverage Service Methods	12	12
5.1	Table Service- Silver / English, Butler / French, Russian, American		
5.2	Self Service , Buffet & Cafeteria		

5.3	Specialized Service- Gueridon , Tray, Trolley, Lounge, Room		
5.4	Single Point Service – Take away, Vending Machine,		
5.5	Food Courts, Bars& Automats		
5.6	Mise-en-place & Mise-en-scene		
Chapter 6	In Room Dining-IRD	08	08
6.1	Introduction		
6.2	Equipments Required for IRD–Trays& Trolleys		
6.3	In Room Dining Procedures-Misen place activities		
6.4	Order Taking for IRD and Execution of IRD order		
6.5	Collecting the order and Carryingit to the Room		
6.6	Other Services		

Glossary of Terms

Popular catering	Mise – en- place	Crumb Down
Fast Food	Deferred Wash	Waiter’s Friend
Take Away	Aboyer	Café Complet
Gastrodome	Bus Boy	Still Set
Gastropubs	Sommelier	Evian
Table Service	Gueridon Service	Still Room
Silver Service	Russian Service	Café Simple
English Service	Americain Service	EPNS
Dummy Waiter	Drive- In	Industrial Catering
Mise –en –scene	Food Court	ODC
Tray Jack	Kiosk	Bistro
Off Board	Drive Through	Brasserie
Hot Plate	Echelon	Self service
Chef d’etage	Carvery	Assited Service
Single Point Service	Transport Catering	Maitre d’hotel
In Situ Service	Welafare Catering	Chef de rang
Debarrasseur	Perrier	Barista
Still Room	EPOS	Polivit
Carte du jour	Tisane	Cover
Demi Chef de Rang	Station	Commis de Rang

REFERENCE BOOKS:

Sr.No.	Name of the Book	Author	Publisher
1	Food & Beverage Service	Denis Lillycrap Cousins	Book Power
2	Modern Restaurant Service	John Fuller	Hutchinson
3	Food & Beverage Service	Sudhir Andrews	Tata McGraw Hill

SUBJECT CODE: DSC 102 A					
SUBJECT: BASIC FOOD & BEVERAGE SERVICE– I (PRACTICAL)					
Teaching Scheme/Week	Examination Scheme				
Practical Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
02	40	60	--	100	01

1. Restaurant Etiquettes
2. Restaurant Hygiene Practices
3. Mise en place & Mise en scene
4. Identification of Equipments
5. Laying & relaying of tablecloths
6. Napkin Folds
7. Service of Water ,Carrying a salver/ tray
8. Room Service Order taking Procedure, Tray Set-ups
9. Handling service gear
10. Carrying plates, glasses & other Equipments
11. Setting of table d'hôte&A'la carte cover
12. Changing of Ashtray
13. Planning & Writing Indian Menus
14. Laying cover for Indian menu
15. Service of Indian Food & Accompaniments. Clearance following the same
16. Laying the cover for a three course continental menu (Starter, Main Courses, Sweets)

Assignments:

A minimum of **2 Assignments** based on the following topics to be given to individual student and the marks to be considered in internal marks.

- a. Identify various outlets providing different types of service in the city.
- b. Identify different brands of various F & B service outlets in the city.
- c. Various F & B equipments with sizes, capacity, picture –in form of Power Point Presentation.
- d. Making various creative napkin folds.

SUBJECT CODE: DSC103					
SUBJECT : BASIC HOUSEKEEPING OPERATIONS (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
02	40	60	--	100	02

Rationale

The subject aims to establish the importance of Housekeeping and its role in the hospitality Industry. It prepares the student to acquire basic knowledge and skills necessary for different tasks and aspects of housekeeping

		Hours	Marks
Chapter 1	Introduction to Hotel House Keeping	04	08
1.1	Importance of Housekeeping.		
1.2	Functions of Housekeeping.		
1.3	Areas of House Keeping responsibility		
1.4	Types of Guest Rooms		
1.5	Standard Guest Room amenities & facilities for regular and VIP rooms		
Chapter 2	Layout of House Keeping Department	04	06
2.1	Section of the housekeeping department		
2.2	Layout of Housekeeping Department		
2.3	Functions of each section		
2.4	Maids Service room - Location, Function		
Chapter 3	Organization of House Keeping Department	04	08
3.1	Hierarchy of Large, medium and small hotel's Housekeeping department		
3.2	Attributes of Housekeeping staff		
3.3	Job Description and Job Specification of House Keeping Personnel		
Chapter 4	Cleaning Equipment used in Housekeeping Operations	04	06
4.1	Classification, Use, care & maintenance		
Chapter 5	Cleaning Agents	04	06
5.1	Classification , Use, care and Storage, Distribution & Control		

Chapter 6	Co-ordination of Rooms division with other Departments	02	06
6.1	Departments like Front Office, Engineering, F & B, Kitchen, Security, Purchase, HRD, Accounts		
Chapter 7	Cleaning Routine of Housekeeping Department	04	06
7.1	General principles of cleaning		
7.2	Work routine for Housekeeping department floor supervisors and chamber maids		
7.3	Rules of the floor		
Chapter 8	Cleaning Routine of Guest Rooms	04	08
8.1	Daily cleaning of occupied, departure, vacant, under repair, VIP		
8.2	Evening service & second service procedures		
8.3	Weekly cleaning / periodic cleaning. Spring Cleaning tasks to be carried out		
Chapter 9	Cleaning Routine of Public Areas	02	06
9.1	Areas to be maintained		
9.2	Daily, weekly cleaning procedures for various Public areas such as Lobby/ Lounge, Restaurants, Bar, Banquet Halls, Swimming Pool, Elevators, and staircase and Corridors		

Glossary of Terms

Amenity	Back to back	Deep cleaning
Back of the house	Double lock	Faucet
Departure room	DND	Floor pantry
Front of the house	GRA	Inventory
Hardscape	Landscape	Preventive Maintenance
Job description	Job specification	Occupancy report
OOO	Organization chart	Room status discrepancy
Rooms division manager	Room status report	Twin room
WC	Maid's service room	Cabana
Hollywood room	Lanai	Suite
Interconnecting room	Efficiency room	Pent house
Duplex	Hospitality suite	Murphy bed
U/R	Z -bed	Duvet
King bed	Queen bed	Aerosols
Bidet	Abrasives	Hand caddy
Blade dispenser	Coverlet	Chamois
Buffing	Burnishing	Shams
Crib	Dustette	Dust ruffle
Disinfectants	Drugget	Jewelers' rouge
Dutch wife	Vanity unit	Dust sheet
Shoe mitt	Johnny mop	Tent card
Squeegee	Upholstery	Deodorizers
Lint	Glass cloth	Swab
Wringer mop	Foot fold	Feather brush
Scrim	Orthodox cleaning	Linen chute
Block cleaning	Turndown service	Re-sheeting
Mitring	Damp dusting	Spring cleaning
Second service	Team cleaning	Jacuzzis
Sauna	Powder room	

REFERENCE BOOKS

Sr. No.	Name of the Book	Author	Publisher
1	Hotel House Keeping Operations & Management	Sudhir Andrews	Tata McGraw Hill
2	Hotel Housekeeping & Management	G Raghubalan Smritee Raghubalan	Oxford University Press
3	Hotel, Hostel & Hospital Housekeeping	Branson & Lennox	E L B S
4	Accommodation Management	Rosemary Hurst	Heinemann publishing

SUBJECT CODE: DSC 103A					
SUBJECT : BASIC HOUSEKEEPING OPERATIONS (PRACTICAL)					
Teaching Scheme/Week	Examination Scheme				
Practical hours	IAMarks	EAMarks	CA Marks	TotalMarks	Credits
02	40	60	--	100	01

1. Introduction to the Housekeeping department.

- Identifying various sections of the Housekeeping department
- Introduction to the various types of Guest rooms and Public areas in the Hospitality Training centre
- Introduction to Guest room supplies and their placement.

2. Introduction to Cleaning Equipment's and cleaning agents.

- Identification of manual and mechanical cleaning equipment.
- Different parts of equipment.
- Function of cleaning equipments.
- Care and maintenance.
- Introduction to Cleaning Agents as per their classification and function.

3. Cleaning and Polishing of Laminated surfaces.

- Cleaning and polishing of plastic and acrylic surfaces.
- Cleaning and polishing of oil painted surfaces.

4. Polishing of Brass Articles.

- Cleaning and polishing of Brass Ornamental and utility articles.

5. Polishing of Silver articles

- Cleaning and polishing of Silver articles.

6. Cleaning of Glass surfaces

- Cleaning and polishing of window panes.
- Cleaning and polishing of glass counters.

7. Polishing of Wooden surfaces

- Cleaning and polishing of wooden surfaces sand papering and French polishing, Waxpolishing, Mansion polishing
- Cleaning of wooden and metal frames of furniture.

8. Cleaning of different floor finishes

- Cleaning and scrubbing of Kota, Ceramic, Wooden, Stone and Marble floor finishes.

9. Cleaning of different wall finishes

- Cleaning and scrubbing of Kota, Ceramic, Wooden, Stone and Marble wall finishes.

10. Bed making

- Different styles of making a bed- Day bed, Evening bed.
- Cleaning of Guest room- Morning service and Evening service.

11. Daily Cleaning of Guest rooms - Departure, Occupied and Vacant rooms.**12. Weekly Cleaning of Guest rooms.**

- Super Cleaning and scrubbing of various surfaces in a guest room.

13. Daily, Weekly cleaning of Public Areas (Corridors, Restaurant, Administrative Offices, Staircases and Elevators, Exterior areas)

SUBJECT CODE: DSC104					
SUBJECT : BASIC FRONT OFFICE OPERATIONS (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
02	40	60	--	100	02

Rationale

The subject aims to establish the importance of Front office and its role in the hospitality Industry. It prepares the student to acquire basic knowledge and skills necessary to identify the required standards.

		Hours	Marks
Chapter 1	Introduction To Hospitality Industry	06	10
1.1	Evolution to Hotel Industry		
1.2	Classification of Hotels (Based on various categories like size, location, theme, clientele, length of stay, facilities, ownership)		
Chapter 2	Front office Organisation	06	10
2.1	Introduction to Front office Department		
2.2	Layout of Front office Department		
2.3	Equipment's used in Front office department.		
2.4	Essential Attributes and Qualities of Front Office staff		
2.5	Organizational Chart of Front office department in hotels (Large, Medium, Small)		
2.6	Duties and Responsibilities of Front office staff		
Chapter 3	Room Rates & Tariff	06	12
3.1	Types of Guests		
3.2	Types of room		
3.3	Room Tariff (factors affecting room Tariff, Establishing the end of the day)		
3.4	Types of Rates		
3.5	Types of Meal Plans		
3.6	Basis of charging Tariff		
Chapter 4	Bell Desk & Concierge	04	10
4.1	Procedure for Guest Arrival & Departure		
4.2	Procedure for Left luggage & Scanty Baggage		

4.3	Paging & Luggage Handling		
4.4	Other Duties of Bell desk staff		
4.5	Valet service		
Chapter 5	Guest Cycle and Room Reservations	08	12
5.1	Guest Cycle		
5.2	Modes and Sources of reservation		
5.3	Importance of reservation		
5.4	Procedure for taking reservation		
5.5	Records used in reservation		
5.6	Types of reservation		
5.7	Computerized reservation system		
5.8	Overbooking		
Chapter 6	Interdepartmental communication	02	06
6.1	Coordination of Front office department with other departments (Housekeeping, Food and Beverage department, Sales and Marketing department Engineering and Maintenance department, Security department , Accounts department, Human Resource department)		

Glossary of Terms

Resort	Motel	Transit hotel
Convention hotel	Timeshare hotel	Casino hotel
Boutique hotel	Heritage hotel	Budget hotel
American Plan	Modified American Plan	Continental Plan
Bermuda Plan	Go plan	Walk in
Check in	Checkout	Walkout
No show	Overstay	Under stay
Crib rate	Corporate rate	CVGR
Rack rate	Day rate	GDS
CRS	Amendment	Guaranteed booking
Confirmed reservation	GIT	SB
Concierge	Waitlist	PBX
Paging	Retention charge	Sleep out
NB	Left luggage	Studio
PABX	EPABX	Valet
Skipper	Quad room	

REFERENCE BOOKS

Sr. No.	Name of the Book	Author	Publisher
1	Hotel Front Office Operations & Management	Sudhir Andrews.	Tata McGraw Hill
2	Check-in Check -out	Jerome Vallen	WM.C Brown IOWA
3	Principles of Hotel Front Office Operations	Sue Baker,P.Bradley, J.Huyton	Continuum
4	Hotel Front Office	Bruce Graham Stanley	Thornes
5	Managing Front Office operations	Michael KasavannaRichard Brooks Charles Steadmon	AH&LA,
6	Front Office Procedures & Management	Peter Abott.& Sue Lewry	Butterworth & Heinemann
7	Front Office operations	Colin Dix, Chris Baird	Pearson
8	Front Office Operations and Administration	Dennis foster	Glencoe.

SUBJECT CODE: DSC 104 A					
SUBJECT : BASIC FRONT OFFICE OPERATIONS (PRACTICAL)					
Teaching Scheme/Week	Examination Scheme				
Practical hours	IAMarks	EAMarks	CAMarks	TotalMarks	Credits
02	40	60	--	100	01

1. Telephone Etiquettes and mannerisms

Role play of situations pertaining to Telephone handling

1. Handling guest mail

Role play of situations pertaining to handling guest mails (in-house, expected and checked out guests)

2. Handling guest messages

Role play of situations pertaining to handling guest message (Telephonic, In Person)

3. Situations on basis of charging Room tariff

4. Handling Arrival and Departure procedure at bell desk

5. Handling Scanty baggage and Left luggage procedure at bell desk

6. Handling Guest enquires and providing information

7. Procedure for receiving reservations

Procedure for determining room availability using conventional charts

8. Procedure for receiving reservations

Procedure for determining room availability using software

9. Procedure for receiving reservations

Procedure for Amendments & Cancellation

10. Handling guest who are blacklisted

ASSIGNMENTS

1. Country, Capital, Currencies & Airlines

2. India – States and Capitals

3. 10 Tourist destination of Maharashtra

4. 10 Tourist destination of India

5. Metro cities information (Location, Shopping, Facilities, Restaurants, Places of interest, Historical Monuments)

6. Information on National and International chain of Hotels

Presentation on assignments with the use of audio visual aids

SUBJECT CODE: AEC 101					
SUBJECT : FOOD COMMODITIES (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
02	20	30	--	50	02

Rationale

This subject intends to develop help students to develop an understanding into ingredients used in the kitchen, their types, uses, and storage.

		Hours	Marks
Chapter 1	Vegetables and Fruits	04	04
1.1	Classification and Uses		
1.2	Purchasing and Storage		
Chapter 2	Cereals and Pulses	04	04
2.1	Wheat – Composition and Structure, Flour Milling and Types of Flours		
2.2	Rice – Types of Rice and Rice Products		
2.3	Introduction to maize, barley and oats		
2.4	Pulses – Types, method of sprouting and cooking		
Chapter 3	Fats and Oils	03	03
3.1	Sources and Properties		
3.2	Manufacture and Uses		
3.3	Rendering of fats		
3.4	Rancidity in fats and oils		
Chapter 4	Sugar	03	03
4.1	Sources		
4.2	Types		
4.3	Functions		
4.4	Storage		
Chapter 5	Raising Agents	02	02
5.1	Definition		
5.2	Principle		
5.3	Classification		
Chapter 6	Herbs, Spices and Condiments	03	02
6.1	Functions and Storage		
6.2	Difference between Herbs and Spices		
6.3	Condiments		
Chapter 7	Colours and Flavours, Gels and Gelling Agents,	03	02

	Preserves		
7.1	Colours – Forms, Instructions for use		
7.2	Flavours – Types		
7.3	Examples of commonly used colours, flavours and essences		
7.4	Classification, Types and Uses of Edible gums		
7.5	Preserves – Types		
Chapter 8	Milk	03	03
8.1	Composition		
8.2	Types		
8.3	Uses and Storage		
Chapter 9	Cheese	04	03
9.1	Classification		
9.2	Manufacturing of Cheddar Cheese		
9.3	Uses, Purchasing and Storage of Cheese		
Chapter 10	Butter, Cream and Yoghurt	03	04
10.1	Butter – Manufacturing, Types and Uses		
10.2	Cream – Types and Uses		
10.3	Yoghurt – Types and Uses		

REFERENCE BOOKS:

Sr.No.	Name of the Book	Author	Publisher
1	Food Commodities	Bernard Davis	Heinemann Professional
2	Food Commodities For Cookery	Lingard & Sizer	Butterworth & Heinemann
3	The Book of Ingredients	Jane Grigson	Pengiuin Books ,England

SUBJECT CODE: LEE101					
SUBJECT : BUSINESS COMMUNICATION (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
02	40	60	--	100	02

Rationale

To introduce students to the communication and presentation skills needed by hospitality professional

		Hours	Marks
Chapter 1	The Communication Process	06	15
1.1	Definition and importance of communication.		
1.2	Elements of communication/process of communication		
1.3	Formal and informal communication-		
1.4	Types of communication– Flow of communication (vertical, horizontal, lateral),		
1.5	Barriers to effective communication		
1.6	How to overcome communication barriers		
Chapter 2	Oral communication	04	10
2.1	Advantages and disadvantages		
2.2	Articulation and delivery		
2.3	Making speeches and presentations		
2.4	Telephone etiquettes		
2.5	Standard phrases used in hotels and restaurants.		
Chapter 3	Written communication	14	35
3.1	Advantages & disadvantages		
3.2	Letter of enquiry, Letter of complaint, Letter of apology, Letter of order, Letter of application Accompanied by bio-data, Letter of resignation, Letter of collection & sales		
3.3	Writing a logbook		
3.4	Paragraph structure		
3.5	Report writing (incidents, visits)		
3.6	Memos, notices, circulars		
3.7	Notes Making		

REFERENCE BOOKS

Sr. No	Name of the Book	Author	Publisher
1	TechnicalCommunication Principlesand Practice	MeenakshiRamanan, Sangeeta Sharma	Oxford University Press
2	Technicalcommunication	Urmila Rai & S.M Rai,	Himalaya Publication
3	Essentials of Technical Communication	Sunil Gokhale	Himalaya Publication
4	EnglishGrammar & Composition	Wren & Martin	Orient Longman

SUBJECT CODE : LEE 101A					
SUBJECT: BUSINESS COMMUNICATION (PRACTICAL)					
Teaching Scheme/Week	Examination Scheme				
Practical Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04*	20	30	--	50	02

1. Self introduction.
2. Extempore on various topics
3. Presentations on various topics
4. Group Discussion.
5. Telephone etiquettes and handling telephones.
6. Practice of Standard phrases used in hotels and restaurants
7. Preparation for interviews.
8. Importance of Bodylanguage informal situations
9. Conduct of Meeting/briefing
10. Preparing Reports-Visit/incident
11. Presentation of Reports.
12. Formal Speeches
13. Reading
14. Vocabulary development
15. Debate
16. Book reading and Discussion

SUBJECT CODE: LEE 102					
SUBJECT: BASIC FRENCH (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
02	40	60	--	100	02

Rationale

To introduce basic knowledge of French language to the students of Hotel management

		Hours	Marks
Chapter1	INTRODUCTION	10	12
1.1	Alphabet		
1.2	Accents		
1.3	Articles:Definite,Indefinite,		
1.4	Partitive and contracted articles		
1.5	Subject Pronouns		
1.6	Basic greetings		
1.7	Vocabulary related to classroom		
1.8	Cardinal Numbers (0-100) & Ordinal Numbers		
1.9	Time,days of a week, months		
	Vocabulary related to seasons, weather		
Chapter2	Conjugation– PresentTense	08	08
2.1	Conjugation of verbs être and avoir		
2.2	Conjugation of first regular group '-er'(Ex.Parleretc)		
2.3	Conjugation of second regular group '-ir'(Ex.firir)		
2.4	Conjugation of third regular group '-re'(ex.attendre)		
2.5	Conjugation of third regular group'oir'(ex.Vouloir)		
Chapter3	Grammar	06	12
3.1	Adjectives : Qualifying, Demonstrative, Possessive		
3.2	Preposition		
3.3	Plural		
3.4	Masculine and Feminine		
3.5	Negations		
3.6	Pronouns:Subject, object ,en, y, reflexive		

Chapter4	Personal Life	03	10
4.1	Self Introduction		
4.2	Vocabulary related to family		
4.3	Hobbies,daily routine		
Chapter5	At work	01	08
5.1	Professions		
5.2	Vocabulary related to professions		
Chapter 6	Translation	04	10
6.1	English to French		
6.2	French to English		

REFERENCEBOOKS

Sr.No.	Name of the Book	Author	Publisher
1	Basic French for Hotel Industry	Vaishali Mankikar	Continental, Prakashan, Pune
2	Basic French course for the Hotel Industry	Catherine Lobo, Sonali Jadhav	Tanay Enterprises, Pune

SUBJECT CODE: LEE 102A					
SUBJECT: BASIC FRENCH (PRACTICAL)					
Teaching Scheme/Week	Examination Scheme				
Practical Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04*	20	30	--	50	02

1. Alphabets
2. Basic greetings
3. Numbers
4. Days of the week, Date, Months
5. Vocabulary related to Classroom
6. Question & Answers related to classroom
7. Time– Clock, Questions and Answers related to time
8. Seasons and weather
9. Question & Answers related to seasons and weather
10. Vocabulary related Professions
11. Questions & Answers related to professions
12. Vocabulary related to family
13. Questions & Answers related to family
14. Vocabulary related to hobbies and daily routine
15. Questions & Answers related to hobbies and daily routine
16. Self Introduction

SEMESTER- II

SUBJECT CODE: DSC 201					
SUBJECT : BASIC CONTINENTAL FOOD PRODUCTION (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
03	40	60	--	100	03

Rationale:

This subject intends to develop knowledge of stocks, soups, sauces, egg and fish cookery, salads and potato preparations and its application in continental cooking.

		Hours	Marks
Chapter 1	Stocks , Essences and Glazes	06	06
1.1	Definition of stock		
1.2	Ingredients used in stock making		
1.3	Care and rules of stock making		
1.4	Recipes of one litre of various stocks. (White stock, Brown stock, Fish stock and Vegetable stock)		
1.5	Storage of Stocks.		
1.6	Essences, Glazes & Convenience bases.		
Chapter 2	Soups	06	08
2.1	Classification of Soup with 5 examples each (Consommé, Cream, Puree, Broths, Chowder, Veloute, Bisque, National Soup)		
2.2	Consommé- Definition, Ingredients, Clarification, Recipe for one litre and five variations.		
2.3	Garnishes and Accompaniments for Soups & Consommés.		
Chapter 3	Sauces	08	10
3.1	Definition of Sauces. Structure & Functions of Sauces.		
3.2	Thickening agents – Roux: preparation and types, Beurre Manie, White Wash, Cornstarch, Arrowroot, Waxymaize, Instant Starches, Liaison.		
3.3	Classification of sauces.		
3.4	Recipes of Mother sauces – 1 litre&five derivatives of each sauce.		
3.5	Butter sauces – types		
3.6	Dessert sauces – types.		

	Miscellaneous sauces.		
Chapter 4	Textures	03	04
4.1	Definition and Characteristics		
4.2	Types – Desirable and Undesirable		
Chapter 5	Eggs	06	08
5.1	Composition, Structure & Selection		
5.2	Uses in cookery		
5.3	General cooking principles - Effect of heat, acid, salt & sugar		
5.4	Cooking eggs – boiling, poaching, frying , shirred eggs, scrambled eggs, omelets, soufflés		
5.5	Types and Storage		
Chapter 6	Fish	06	08
6.1	Classification of fish with examples & characteristics.		
6.2	Selection of fish & shellfish		
6.3	Cuts of fish.		
6.4	Cooking of fish.		
6.5	Handling & Storage of fish		
6.6	Local equivalents of fish varieties.		
Chapter 7	Salads	04	06
7.1	Definition of salad, Classification and structure of salad		
7.2	Rules for salad making		
7.3	Salad dressings – Definition, Ingredients used for salad dressing, Types of salad dressings		
7.4	Different types of Salad – Caesar Waldorf Nicoise Russian Cole slaw Tossed Florida German Japonaise Mimosa Raphael Andalouse Eve		
Chapter 8	Potatoes and other starches	03	06
8.1	Various styles of potato preparations: Parsley Potato Potato Lyonnaise Potato Marquise Potato Duchesse French Fries Fried Potato Dauphinois Potato Potato Croquettes Potato Lorette Anna Potato Macairepotato Potato Brioche Chester Potato Hashed Brown Jacket Baked		
8.2	Cooking Rice. - Boiling & steaming, Reheating.		
8.3	Pasta – Varieties and Cooking of Pasta.		

Chapter 9	Culinary Terms	06	04
9.1	Bain Marie Appetizer Baste Blend Blanched Bouquet garni Caramel Bouillon Garniture Consommé Dough Estouffade Court Bouillon Cutlet Garnish Beurre Manie Fumet Glaze Concasse Liason Mire Poix Hors d'œuvre Julienne Knead Mis – en- Place Marinate Matignon Paysanne Paner Parboil Poach Puree Sabayon Ragout Potage Roux Simmer Royale Stew Infusion Au gratin Sear Bisque Macedione Zest Fricasse Pare Souffle Barbeque Croutons Printaniere Beurre Noir Espagnole Brunoise Maitre – d- hotel butter		

REFERENCE BOOKS:

Sr.No.	Name of the Book	Author	Publisher
1	Professional Cooking	Wayne Gisselen	John Weily& Sons , N.Y
2	Modern cookery for Teaching and Trade	Thangam E. Philip	Orient Longman Ltd.Mumbai
3	Theory of cookery	Krishna Arora	Frank Bros & Co. Ltd. New Delhi
4	Theory of Catering	KintonCeserani	ELBS
5	Practical cookery	KintonCeserani	ELBS
6	The book of ingredients	Jane Grigson	Pengiu Books ,England
7	Basic Cookery	Richard Maetland& Derek Welsby	Heinemann Professional
8	Food Commodities	Bernard Davis	Heinemann Professional
9	Food Commodities For Cookery	Lingard & Sizer	Butterworth & Heinemann

SUBJECT CODE: DSC 201A					
SUBJECT : BASIC CONTINENTAL FOOD PRODUCTION (PRACTICAL)					
Teaching Scheme/Week	Examination Scheme				
Practical hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	40	60	--	100	02

Minimum 12 practicals of Continental menus to be conducted and should include the following : basic soups, sauces, egg preparations, fish preparations, stews, vegetables, potatoes, salads, basic custard, puddings and mousses.

- Students are required to maintain a journal to record the various practicals attended and the teacher must record the performance evaluation of the same on a day to day basis.

SUBJECT CODE:DSC 202					
SUBJECT: BASIC FOOD & BEVERAGE SERVICE II (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
03	40	60	--	100	03

Rationale

This subject aims to provide fundamental knowledge of Food & Beverage Menus with purpose to apply knowledge & skills required to provide immense services to the guest.

		Hours	Marks
Chapter 1	The Service Sequence	10	12
1.1	Taking Bookings		
1.2	Preparation for service		
1.3	Methods of Order Taking		
1.4	Types of KOT, BOT		
1.5	Service of Food & Beverage		
1.6	Clearing Following Services		
1.7	Billing Methods, dealing with discrepancies		
1.8	Feedback system		
Chapter 2	Types of Meals	10	14
2.1	Breakfast- Types & Service methods		
2.2	Brunch		
2.3	Lunch		
2.4	Afternoon Teas, High Tea		
2.5	Dinner		
2.6	Supper		
Chapter 3	Menu Knowledge	12	14
3.1	Introduction		
3.2	Menu Types – Table d’ hote& A ’la carte’ menu		
3.3	Menu Planning, Considerations & Constraints		
3.4	Menu Terms		
3.5	French Classical Menu		
3.6	Classical Foods, Accompaniments , cover & service		
Chapter 4	Control Methods	06	08
4.1	Necessity & Functions of Control System		

4.2	Objectives of Control System		
4.3	Flow chart of F&B system		
4.4	Purpose of Revenue control system		
Chapter 5	Non Alcoholic Beverages	10	12
5.1	Classification		
5.2	Hot Beverages-Types, Production, Service		
5.3	Cold Beverages-Types, Production, Service		

Glossary of Terms

Gueridon Service	Single Point Service	Deberrasseur
Trancheur	Chef d'etage	Chef de sale
Sommelier	Mixologist	Barista
Bus Boy	Hot Plate	Still Room
Aboyer	Off Board	EPOS
Deffered Wash	Tray Jack	Plat du jour
Mise – en- place	Mise –en –scene	Carte du jour
Crumb Down	Dumb Waiter	Tisane
Waiters Friend	EPNS	Cover
BOT	KOT	Accompaniments

REFERENCE BOOKS

Sr.No.	Name of the Book	Author	Publisher
1	Food & Beverage Service	Denis Lillicrap, Cousins	Book Power
2	Modern Restaurant Service	John Fuller	Hutchinson
3	Food & Beverage Service- Training Manual	Sudhir Andrews	Tata McGraw Hill
4	The Restaurant (from Concept to operation)	John Walker Donald Lundberg	John Wiley & Sons

SUBJECT CODE: DSC 202A					
SUBJECT: BASIC FOOD & BEVERAGE SERVICE– II (PRACTICAL)					
Teaching Scheme/Week	Examination Scheme				
Practical Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
02	40	60	--	100	01

- 1 Mise- en- place & Mise –en- scene
- 2 Taking an Order for meal and writing KOT
- 3 Sequence of Service (Clearing , Crumbing & service of coffee and presenting the bill)
- 4 Restaurant Reservation System
- 5 Breakfast Menu Planning, Cover Layup & Service : Continental, American Breakfast
- 6 Service of non alcoholic beverages
- 7 Breakfast Menu Planning, Cover Layup & Service : Full English Breakfast
- 8 Menu Planning, Cover Layup & Service: Full Afternoon Tea & High Tea
- 9 Menu Planning, Cover Layup & Service: Brunch & Supper
- 10 Menu Planning, Cover Layup & Service:17 Course French Classical menu
- 11 Menu Planning, Cover Layup & Service: Hor-d’oeuvres, Potage, Oeuf, Farineaux
- 12 Menu Planning, Cover Layup & Service: Poisson, Entree’, Sorbet, Releve’, Roti, Legume, Salade
- 13 Menu Planning, Cover Layup & Service: Buffetfroid, Entremets, Savoureux, Fromage, Dessert
- 14 Menu Planning, Cover Layup & Service:5-7 Course French Classical Menu
- 15 Menu Planning, Cover Layup & Service:3- 4 Course French Classical menu
- 16 Menu Planning, Cover Layup & Service: Indian Lunch & Dinner Menu

Assignments

Minimum of **2 assignments** based on the following topics to be given to individual student and the marks to be considered in internal marks.

1. Collect Menus of Fine Dining Restaurants, QSR, 5 Star Hotel, Coffee Shop
2. Prepare a chart of food and accompaniments for French and Indian menu.
3. Prepare one menu each of Fixed, Cyclic for Cafeteria.

SUBJECT CODE: DSC 203					
SUBJECT : MANAGING HOUSEKEEPING OPERATIONS (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
02	40	60	--	100	02

Rationale

The subject aims to establish the importance of House keeping and their role in the Hospitality Industry. It also prepares the student to acquire basic knowledge and skills necessary for different tasks and aspects of housekeeping.

		Hours	Marks
Chapter 1	Housekeeping Supervision	04	08
1.1	Importance of supervision		
1.2	Checklist for inspection		
1.3	Dirty Dozen		
Chapter 2	Control Desk	06	12
2.1	Importance and functions of Control Desk		
2.2	Records maintained		
2.3	Key Control- Computerized keys, Manual keys,		
2.4	Key Control Procedures		
2.5	Lost & Found Procedures- Procedure for Guest articles Procedure for lost Hotel Property, Records maintained		
Chapter 3	Linen, Uniform Room & sewing room	08	14
3.1	Layout of Linen Room		
3.2	Classification and sizes of Linen		
3.3	Calculation of Linen requirement		
3.4	Discard management		
3.5	Issue & exchange of uniforms		
3.6	Activities & Equipments in sewing room		
Chapter 4	Textiles	06	12
4.1	Classification of fibers with examples		
4.2	Characteristics and uses of fabrics used in Hotel Industry		
Chapter 5	Laundry Management	08	14
5.1	In - house laundry v/s Contract Laundry- Merits & Demerits		

5.2	Layout, Equipment's & Agents		
5.3	Laundry procedure : Guest, House		
5.4	Stains and Stain removal		
5.5	Dry-cleaning - Agents and procedures		

Glossary of Terms

Dirty dozen	Tarnish	Guestroom inspection
Inspection checklist	Log book	Vanity unit
Vestibule	White ragging	Gate pass
Scheduled Maintenance	Antichlor	Calender
Contingency plan	Cutting down	Damask
Laundromats	Linen	OPL
Light linen	Linen Par	Sizing
Seersucker	Selvedge	Suds
Soft furnishing	Stock taking	Thread count
Tensile strength	Togs	Gaberdine
Drill	Dungarees	Seams
Toque	Darning	Dry cleaning
Shirring	Thimbles	Selvedge
Weft	Warp	Flannelette
Thread count	Flax	Napery
Mercerization	Saniforization	Seersucker
Napping	Pile weave	Sericulture
Yarn	Spining	Bleach
Felt	Weighting	Absorbents
Hydro extractor	Tumble dryer	Flat bed press
Suzie	Discard/ Condemned linen	

REFERENCE BOOKS

Sr.No.	Name of the Book	Author	Publisher
1	Hotel House Keeping Operations & Management	Sudhir Andrews	Tata Mc Graw Hill
2	Hotel Housekeeping & Management	G Raghubalan, Smritee Raghubalan	Oxford University Press
3	Hotel, Hostel & Hospital Housekeeping	Branson & Lennox	E L B S
4	Accommodation Management	Rosemary Hurst	Heinemann publishing
5	Accommodation Management	Rosemary Hurst	Heinemann publishing

SUBJECT CODE: DSC 203 A					
SUBJECT : MANAGING HOUSEKEEPING OPERATIONS (PRACTICAL)					
Teaching Scheme/Week	Examination Scheme				
Practical hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
02	40	60	--	100	01

- 1. Using a Room and public area inspection checklist**
- 2. Various forms, formats maintained at control desk**
- 3. Linen Room inventory**
- 4. Monogramming**
Monogramming of linen and uniforms using chain stitch and satin stitch
- 5. Mending**
Mending of torn linen and repair of uniforms- Button and hook stitching.
- 6. Identification and construction of weaves**
Plain weave
Basket weave
Figured weave
Pile weave
- 7. Identification and construction of weaves**
Satin weave
Twill weave
Sateen weave
- 8. Stain Removal**
Identification, classification and stain removal procedures for-
Animal, vegetable, mineral, metalloid.
- 9. Stain Removal**
Identification, classification and stain removal procedures for acidic, alkaline,
pigments and miscellaneous stains.
- 10. Laundering Procedure**
Prewashing, washing, rinsing
Starching
Blueing
- 11. Laundering Procedure**
Washing, ironing of cotton, silk and synthetic fabrics.

ASSIGNMENTS

1. Fabrics used in Hotel Industry (Samples to be collected)
Presentation on assignments with the use of audio visual aids.

SUBJECT CODE: DSC 204					
SUBJECT :MANAGING FRONT OFFICE OPERATIONS (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
02	40	60	--	100	02

Rationale

The subject aims to establish the importance of Front office and their role in the Hospitality Industry. It also prepares the student to acquire basic knowledge and skills necessary for different tasks and aspects related to arrival and Departure.

		Hours	Marks
Chapter 1	Pre- arrival Procedure	02	08
1.1	Pre Arrival activities- Preparing an arrival list		
1.2	Pre Arrival Procedure for FIT/FFIT, VIP		
1.3	Pre Arrival Procedure for group arrival (Special arrangements, meal coupons etc.)		
Chapter 2	Arrival procedures for various categories	08	12
2.1	Types of Registration & its importance		
2.2	Procedure for Arrival for FIT / FFIT/ Walk-in		
2.3	Procedure for Arrival for VIP		
2.4	Procedure for Arrival for Group		
2.5	Dealing with overbooking situations and walking a guest		
Chapter 3	Procedures at Front Desk	06	10
3.1	Room change Procedure		
3.2	Safe deposit lockers		
3.3	Handling Guest Complaints		
3.4	Dealing with Emergencies,Medical,Theft, Fire, Bomb threat, Robbery, Terrorist attacks		
Chapter 4	Guest Departure	06	10
4.1	Summary of Front office Duties at checkout		
4.2	Tasks performed at Bell Desk, Cashier & Reception.		
4.3	Late checkout & Late charge		
4.4	Express checkout		
4.5	Departure Notification		
4.6	Soliciting guest comments		

4.7	Creating a good lasting Impression		
4.8	Onward & Future Reservations		
4.9	Updating Front Office Records		
Chapter 5	Methods of Payment	08	12
5.1	Handling Cash, Credit Cards		
5.2	Handling Foreign Currency, TravellersCheques , Bills to company, Travel Agent		
5.3	Foreign Currency Regulations pertaining to payment of bills		
Chapter 6	Guest Relations	02	08
6.1	Hospitality Desk - Its Functions & role		
6.2	Standard Operating Procedures at Hospitality Desk		

Glossary of Terms

Float	FIT	FEEC
Overbooking	Voucher	Allowances
C Form	VPO	Cut off time
Guest folio	House limit	Floor limit
Late charge	Late checkout charge	Petty cash
Posting	Transient guest	Cancellation bulletin
Sold out	House guest	Blacklist
Double occupancy	Departure	Crew
House count	No show	GRC
Room rack	Sleep out	Stay over
Under stay	Walk in	Walking a guest
Cut off time	Check out	Retention charge

REFERENCE BOOKS

Sr.No.	Name of the Book	Author	Publisher
1	Hotel Front Office Operations & Management	Sudhir Andrews.	Tata Mc Graw Hill
2	Check-in Check –out	Jerome Vallen	WM.C Brown IOWA
3	Principles of Hotel Front Office Operations	Sue Baker, P. Bradley J. Huyton	Continuum
4	Hotel Front Office	Bruce Graham Stanley	Thornes
5	Managing Front Office operations	Michael Kasavanna Richard Brooks Charles Steadmon	AH & LA
6	Front Office Procedures & Management	Peter Abott.& Sue Lewry	Butterworth & Heinemann
7	Front Office operations	Colin Dix, Chris Baird	Pearson
8	Front Office Operations and administration	Dennis foster	Glencoe

SUBJECT CODE: DSC 204 A					
SUBJECT : MANAGING FRONT OFFICE OPERATIONS (PRACTICAL)					
Teaching Scheme/Week	Examination Scheme				
Practical hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
02	40	60	--	100	01

1. Procedure for check-in walk in guests.

Role play of situations pertaining to arrival and receiving of walk-in guests.

2. Procedure for check-in of reserved guests.

Role play of situations pertaining to arrival and receiving of guests with confirmed reservations.

3. Procedure for check-in of foreigners.

Role play of situations pertaining to arrival and receiving of foreign guests.

4. Procedure for Group Check-in

Role play of situations pertaining to Pre-arrival, arrival and receiving of groups.

5. Procedure for VIP Check-in

Role play of situations pertaining to Pre-arrival, arrival and receiving of VIP guests.

6. Handling overbooked situations and walking a guest

Role play of situations pertaining to overbooking and walking a guest.

7. Procedure for room change

Role play of situations pertaining to guests request for a room change.

8. Procedure for checking out a guest

Role play of situations pertaining to checking out of a guest.

9. Procedure for accepting various forms of settlements

Role play of situations pertaining to settlement by Cash.

Role play of situations pertaining to settlement by credit card.

10. Procedure for accepting various forms of settlements

Role play of situations pertaining to settlement by BTC.

Role play of situations pertaining to settlement by Travel agent.

Role play of situations pertaining to settlement by Travellers' cheque.

11. Procedure for accepting various forms of settlements

Role play of situations pertaining to settlement by foreign currency

12. The Hospitality desk

Role play of situations pertaining to complaint handling at hospitality desk.

13. Standard operating Procedure at front desk

Role play of situations pertaining to SOP's to be followed during reservation, occupancy and checkout.

ASSIGNMENTS

1. Metro cities information (Location, Shopping, Facilities, Restaurants, Places of interest, Historical Monuments)
2. Information on National and International chain of Hotels
3. Collection of brochures and tariff card of different types of Hotel.

Presentation on assignments with the use of audio visual aids.

SUBJECT CODE:SEC 101					
SUBJECT : PERSONALITY SKILLS FOR HOPITALITY INDUSTRY (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CAMarks	Total Marks	Credits
03	40	60	--	100	03

Rationale

The subject is designed to make students understand the concept and components of personality, thereby to apply the acquired knowledge towards achieving excellence in their respective academic careers.

		Hours	Marks
Chapter 1	Introduction to Personality Development	02	02
Chapter 2	Communication Skills	06	08
2.1	Modes of communication		
2.2	Verbal and Non-verbal communication		
2.3	Professional presentations(Types, Use of A/V aids)		
Chapter 3	Impression Management	06	06
3.1	Importance of Physical Appearance and Grooming (presentable and attractive appearance, dressing, make up, poise and posture)		
3.2	Importance of Physical Fitness		
3.3	Body Language-Kinesics,Haptics,Vocalics ,Proxemicsand Chronemics		
Chapter 4	Personality profile and Self development	06	12
4.1	Elements of Personality		
4.2	Determinants of Personality		
4.3	Personal goal setting and action plan		
4.4	Areas of self development		
4.5	Self Analysis (Self esteem, Motivation, Attitude)		
4.6	SWOT Analysis- Concept		
Chapter 5	Time Management	04	04
5.1	Time Planning		
5.2	Time Quadrant model		
5.3	Time Wasters and Robbers		

Chapter 6	Emotions	04	06
6.1	What are emotions?		
6.2	Emotions and Personality		
6.3	Emotional Stability		
6.4	Emotional Maturity		
6.5	Emotional Intelligence		
Chapter 7	Ethics	04	06
7.1	Introduction to Ethics and Values		
7.2	Code of ethics		
7.3	Ethics and positive human relationship		
7.4	Function of values		
7.5	Set of values for harmonious life		
Chapter 8	Skill development for personality enrichment	08	08
8.1	Identifying general and specific skills		
8.2	Human Skills		
8.3	Cognitive Skills		
8.4	Technical Skills		
8.5	Listening Skills		
8.6	Practical Skills		
Chapter 9	Stress Management	04	04
9.1	Introduction		
9.2	Management Strategies		
9.3	Stress Managers		
9.4	Stress Control		
Chapter10	Frustration	04	04
10.1	Introduction		
10.2	Causes of frustration		
10.3	Effects of frustration		
10.4	Solutions for avoiding frustration		

REFERENCE BOOKS:

Sr.No.	Name of the Book	Author	Publisher
1	Development of Generic Skills-I	K Sudesh	Nandu printers and publications
2	Development of Generic Skills-II	K Sudesh	Nandu printers and publications
3	Development of Generic Skills	M K MALKE	Central techno Publication
4	Basic Managerial skills for all Human learning	E H Mcgrath	Prentice Hall, India

SUBJECT CODE: SEC 101 A					
SUBJECT : PERSONALITY SKILLS FOR HOSPITALITY INDUSTRY (PRACTICAL)					
Teaching Scheme/Week	Examination Scheme				
Practical hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04*	20	30	--	50	02

1. Development of proficiency in English

Practice on spoken communication skills and testing voice and accent, voice clarity, voice modulation and intonation.

2. Personal Introduction

Developing an Understanding of Social Etiquettes.

3. Business manners and etiquettes

To understand presenting oneself with finesse.

4. Debate

To understand subject knowledge, oral and leadership skills.

5. Group Discussion

To understand subject knowledge, oral and leadership skills.

6. Extempore

To understand subject knowledge, oral and leadership skills.

7. Body Language

Study of different pictorial expression of nonverbal communications and its analysis.

8. SWOT Analysis

- Self evaluation.
- Self discipline
- Recognition of one's own limits and deficiencies.
- Self Awareness.

9. Presentation skills

To understand Preparing and delivery of presentation.

10. Time Management techniques

To understand Time Quadrant model and its use.

11. Stress management techniques

To identify factors that causes stress through questionnaire/games.

12. Listening skills

To improve note making and listening skills.

13. Organizing a seminar

14. Guest lectures of hospitality professionals.

15. Field visits

Field visits to various sectors of the hospitality industry as a learning experience for students.

16. Report writing on guest lectures and field visits

Assignment

1. Make a SWOT Analysis to identify your strength, weaknesses, opportunity and threats
2. Identify your areas of self development and plan a strategy to improve.
3. Identify qualities, traits of a eminent admired personality
4. Prepare a tree of life to understand personality determinants
5. Identify your values and prepare a code of ethics for yourself
6. Presentation on your role model in hospitality industry

SEMESTER– III

SUBJECT CODE:DSC 301-(I)					
SUBJECT:INDUSTRIAL EXPOSURE & REPORT					
Teaching Scheme/Week	Examination Scheme				
Training Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
54	--	120	80	200	35

In the fifth semester the student shall undertake industrial training for a period of 22 weeks, reputed hotel, and restaurant or hospitality organization.

The institute shall assist in the placement of students for training in various hotels. The student can make self arrangement to train in any hotel of his choice. The student will have to bear the necessary expenses involved for the same.

At the end of the industrial training the student shall submit Training Report along with the logbook maintained on a daily basis during the period of training and the performance appraisal from each department.

The training report is to be prepared by the student in two copies and to be submitted to the Training & Placement Officer within the stipulated time for assessment.

The report will be assessed by the internal examiner and only on the basis of a certificate of the examiner concerned that the training has been satisfactorily completed would the student be allowed to appear for the external assessment conducted by a panel of examiners comprising of one external examiner (the external would include preferably one from the hotel industry of the level of Head of the Department and above) and one internal examiner. The Continuous Assessment marks will be awarded based on the performance appraisals filled by the hotel managers.

The student is required to practice the discipline & norms laid down by the institute and also follow the rules and regulations of the hotel in which he/she is undergoing training.

Any adverse remark from the hotel will call for stringent action.

SUBJECT CODE:AEE 101					
SUBJECT: CATERING SCIENCE					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	--	--	50	50	04

Rationale

To develop awareness of the importance of hygiene, sanitation and food safety in hotel industry.

		Hours	Marks
Chapter 1	Importance of Hygiene in the Catering Industry	04	02
1.1	Introduction, Definitions: Hygiene & Sanitation		
1.2	Significance of hygiene & Sanitation in the food industry		
Chapter 2	Food Microbiology	08	06
2.1	Classification & Morphology of Microorganisms- Bacteria, Virus, Fungi, Algae, protozoa.		
2.2	Growth of Bacteria and its relevance to the food industry.		
2.3	Factors affecting microbial Growth. Moisture, Ph, Temperature, Oxygen, Time, Osmotic Pressure		
2.4	How food act as a substrate for micro organisms.		
2.5	Concept of food contamination, Sterility, Cross Contamination, Contamination from plants & fruits, animals, sewage, soil, water, air.		
2.6	Food spoilage, causes, chemical changes caused by microorganisms.		
Chapter 3	Food borne illnesses	08	04
3.1	Microbial action-Food Poisoning (Microorganisms involved, mode of transmission, control of food Borne illness)		
3.2	Food infection (Bacterial, Viral, Protozoal) (Micro organisms involved, mode of transmission, control of food borne illness)		
3.3	Toxic metals and chemicals		
3.4	Naturally occurring toxicants in food.		
3.5	Investigation of food– borne disease outbreak		
Chapter 4	Beneficial effects of micro organisms	06	04
4.1	Role of micro organisms in the manufacture of		

	fermented foods, Dairy products, Vegetable preparations, Bakery products & Alcoholic beverages.		
Chapter 5	Hygienic food Handling	06	04
5.1	Importance of following sanitary procedures.		
5.2	Concept of danger zone		
5.3	Sanitary procedures while Preparation, Cooking,		
5.4	Mixing raw and cooked preparation, Holding: Hot holding, cooling, leftover		
5.5	Common Faults in food preparation		
Chapter 6	Environmental Sanitation. Hygiene in food production and service areas	08	04
6.1	Types of wastes in catering establishments the disposal methods. Food Contamination and spoilage due to kitchen pests and Pest control.	08	04
Chapter 7	HACCP	06	06
7.1	Hazard Analysis and critical control points,		
7.2	Importance, definition & usage of HACCP.		
Chapter 8	Sanitation Regulation & standards	06	06
8.1	Food adulteration. Simple tests to detect food adulterants in milk, sugar, turmeric, chilli powder, tea, coffee semolina, Ghee, butter margarine, oil		
8.2	Control of food quality– Indian Standards.		
Chapter 9	Food Preservation	06	06
9.1	Food Preservation by canning, drying, fermentation, Pickling and curing, chemical preservatives & by irradiation.		
Chapter 10	Food Science	06	06
10.1	pH-Definition and its relevance in industry.		
10.2	Browning reactions (desirable & undesirable, enzymatic and non enzymatic reactions of food).		
10.3	Concept of gelatinization, inversion and crystallization in starch.		
10.4	Definitions and relevance of Boiling point, Boiling under pressure, Melting Point, Smoking point, Flash Point, Surface Tension.		

REFERENCE BOOKS

Sr.No	Name Of theBook	Author	Publisher
1	Food Hygiene and Sanitation	Ms.S. Roday	Tata Mc Graw Hill
2	The Technology of Food Preservation	Norman Desrosier	CBS Publishers
3	Food Microbiology	William Frazier & Dennis Westhoff	Tata McGraw Hill
4	Food Science & Experimental foods	Dr. M.Swaminathan	Bappco Publishers
5	Prevention of Food Adulteration act,1954	Seth & Capoors	ILBS Publishers

SUBJECT CODE: AEE 102					
SUBJECT: DIETITICS & NUTRITION					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	--	--	50	50	04

Rationale

To develop basic awareness of important nutrients and knowledge of nutritional requirements for human beings & plan a balanced diet & understand the changes that occurs in the chemical components of food during preparation.

		Hours	Marks
Chapter 1	Introduction to nutrition	06	04
1.1	Definitions: Food, Diet, Nutrients, Nutrition, Malnutrition, Over and Under Nutrition/Energy, Energy requirements.		
1.2	Basal metabolic rate, factors affecting basal metabolic rate.		
1.3	Concept of digestion, absorption, metabolism.		
1.4	Objectives of cooking.		
Chapter 2	Carbohydrates	04	06
2.1	Definition, Composition, Classification		
2.2	Foodsources, Functions		
2.3	RDA (Adolescents and Adults)		
2.4	Importance of fiber in the Diet		
2.5	Symptoms of Deficiency and Excess of Carbohydrates in diet		
2.6	Effect of heat on Carbohydrates		
Chapter 3	Proteins	06	06
3.1	Definition, Composition, Classification		
3.2	Food sources		
3.3	Essential and Non-essential Aminoacids		
3.4	RDA (Children and Adults)		
3.5	Effect of heat on Proteins		
Chapter 4	Lipids	06	06

4.1	Definition, Composition, Classification		
4.2	Food Sources		
4.3	RDA (Adolescents and Adults)		
4.4	Symptoms of deficiency and excess of fats		
4.5	Effect of heat on fats		
Chapter 5	Vitamins	06	04
5.1	Definition, Classification of Vitamins in to Fat Soluble And Water Soluble		
5.2	Functions, Sources, RDA, Symptoms of Deficiency and excess		
Chapter 6	Mineral	06	04
6.1	Classification, General Functions of Minerals- Calcium, Iron, Iodine, Sodium and Chlorine		
6.2	Food Sources, Symptoms of Deficiency and Excess		
6.3	RDA in Adolescents and Adults		
Chapter 7	Water	04	04
7.1	Sources, Functions of Water in human body, Sources Of Water		
7.2	Deficiency and Excess		
Chapter 8	Classification of Raw Materials into food groups	08	04
8.1	The nutritive values-cereals, pulses, nuts& Oil seeds milk & milk Products, eggs, flesh foods, Vegetables & fruits, fats & oils.		
Chapter 9	Formulation of balanced & Therapeutic Diet	10	08
9.1	Five food group's system diet therapeutic diet.		
9.2	Exchange list system		
9.3	Planning of a diet for normal adults (male & female)		
9.4	Concepts of Therapeutic diets, Foods to be avoided and recommended in Diabetes Mellitus, Cardiovascular disorders		
9.5	Gastro intestinal disorders, Kidney disorders and Liver disorders, Fevers and Infections		
9.6	New trends in Nutrition (importance of avoiding junk food, gluten free diet, trans fatty acids, convenience food)		
Chapter 10	Food Additives	04	04
10.1	Definition, types and functions and various uses in food industry		

REFERENCE BOOKS

Sr.No	Name Of theBook	Author	Publisher
1	Nutrition and Dietetics	Ms. Shubhangini Joshi	Tata Mc Graw Hill
2	Diet and Nutrition	BN Tiwari	Pearl Books
3	Food Science	B.Srilakshmi	New Age International Publication
4	Hand Book of Food and Nutrition	Dr. M.S. Swaminathan	Bappco Publishers

SUBJECT CODE: AEE 103					
SUBJECT: FOOD & BEVERAGE CONTROLS					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	--	--	50	50	04

Rationale

To impart to students various cost, control and inventory concepts in a food and beverage operation, to understand the various techniques through which revenue can be increased and pilferage can be reduced and acquire knowledge on Management Information System

		Hours	Marks
Chapter 1	Introduction to Food & Beverage Management	08	06
1.1	Sectors of Food & Beverage Industry		
1.2	Cost and market orientation		
1.3	Food & Beverage Management functions		
1.4	Responsibilities of food and beverage management		
1.5	Constraints to food and beverage management		
Chapter 2	An overview of Food and Beverage Control	06	04
2.1	Food and beverage control defined		
2.2	Objectives of food and beverage control		
2.3	Problems of food and beverage control		
2.4	The fundamentals of control		
Chapter 3	Cost, Profit and Sales concepts	10	06
3.1	The elements of cost		
3.2	Basic cost concepts - Fixed and variable costs, Direct and indirect costs, Controllable and uncontrollable costs, Estimated, budgeted and Standard costs Outlay and opportunity costs.		
3.3	Kinds of profit.		
3.4	Break even analysis		
Chapter 4	Budgeting for Food and Beverage Operations	10	06

4.1	Budgets defined		
4.2	Objectives of budgetary control		
4.3	Types of budgets		
4.4	Basic stages in the preparation of budgets		
4.5	Obstacles to control		
Chapter 5	Purchasing	06	06
5.1	The main duties of the purchasing manager		
5.2	The purchasing procedure for food and beverage		
5.3	The selection of a supplier		
5.4	Methods of purchasing food and beverage		
5.5	Purchase specifications for food and beverage		
Chapter 6	Receiving, Storing and Issuing	08	08
6.1	Objectives of receiving food		
6.2	The meat tag		
6.3	Stock taking of food		
6.4	Receiving of beverages.		
6.5	Storing and issuing of beverages.		
6.6	Cellar records		
6.7	Issuing beverages		
6.8	Stock taking of beverages		
Chapter 7	Control checklist	06	06
7.1	Food control checklist		
7.2	Beverage control checklist, bar procedures, beverage control procedures		
7.3	Prevention of fraud in the bar		
Chapter 8	Management information System	10	08
8.1	Various Reports		
8.2	Calculation of Actual Cost		
8.3	Daily Food Cost		
8.4	Monthly Food Cost		
8.5	Statistical Revenue Reports		
8.6	Cumulative and Non-Cumulative		

REFERENCE BOOKS

Sr. No	Name Of theBook	Author	Publisher
1	Food and Beverage Management	Bernard Davis, Sally Stone	Butter worth Heineman ltd
2	Food and Beverage Control	Richard Kotas Bernard Davis	International, Textbook, Glasgow
3	Cost accounting- Methods and Problems	BKBhar	Academic Publishing

SUBJECT CODE: AEE 104					
SUBJECT: PRINCIPLES OF MANAGEMENT					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	--	--	50	50	04

Rationale

To make the student understand the concepts of management and the irpractical application in the hospitality industry.

		Hours	Marks
Chapter 1	Introduction to management	06	04
1.1	Management and Organization defined		
1.2	Elements of an organization		
1.3	Levels of management		
1.4	External and internal factors that affect management		
Chapter 2	The Evolution of Management Theory	08	08
2.1	Brief history of management thought		
2.2	Taylor's Scientific Management Theory		
2.3	Fayol's Classical Organization Theory		
Chapter 3	Planning and Decision Making	08	08
3.1	Planning defined.		
3.2	Importance of plans and goals.		
3.3	Hierarchy of plans/Types of plans (Objectives,Strategies, Policies, Procedures, Methods, Rules, Programmes, Budgets)		
3.4	Steps in planning.		
3.5	The rational model of decision making		
Chapter 4	Organising & Staffing	12	08
4.1	Organising defined and importance.		
4.2	Formal and informal organization.		
4.3	Span of management.		
4.4	Departmentation.		
4.5	Centralisation & Decentralisation.		
4.6	Delegation of Authority.		

Chapter 5	Leadership	10	06
5.1 5.2	Leadership styles- Autocratic, Democratic, Laissez faire Blake & Mouton's Managerial Contingency Theory)		
Chapter 6	Motivation	08	08
6.1 6.2 6.3 6.4 6.5	Motivation defined Nature and importance Theories of motivation i) Maslow's Hierarchy of Needs ii) McGregor's Theory X & Theory Y Morale Benefits of high morale/motivation		
Chapter 7	Co ordination	06	04
7.1 7.2 7.3 7.4	Co-ordination defined Need for Coordination Problems in achieving effective coordination Approaches to achieving effective coordination		
Chapter 8	Controlling		
8.1 8.2 8.3	Control defined Need for control Steps in the control process		

REFERENCE BOOKS

Sr.No	Name Of theBook	Author	Publisher
1	Management	Stoner and Freeman	Prentice Hall of India
2	Essentials of Management	Koontz,O' Donnell	Mac Graw Publishing Co.
3	The Best of Peter Drucker on Management	Peter Drucker	Mac Graw Publishing Co.
4	Management Process	R. Davar	Universal Books

SUBJECT CODE: AEE 105					
SUBJECT: ORGANIZATIONAL BEHAVIOUR					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	--	--	50	50	04

Rationale

The subject aims to introduce students to the various elements and dynamics of organizational behavior.

		Hours	Marks
Chapter 1	Introduction to Organizational Behavior	05	04
1.1	Organizational behaviour defined.		
1.2	Relevance and scope.		
Chapter 2	Foundation of individual behaviour	08	06
2.1	Environmental factors		
2.2	Personal factors		
2.3	Organizational factors		
2.4	Psychological factors		
2.5	Personality, perception, attitudes and learning		
Chapter 3	Motivation	06	06
3.1	Nature of Motivation		
3.2	Theories of motivation-Maslow, Herzberg, Equity And Expectancy		
Chapter 4	Foundation of Group Behaviour	06	06
4.1	Group Dynamics		
4.2	Group Formation		
4.3	Group Task		
4.4	Group Decision making		
Chapter 5	Leadership	05	04
5.1	Nature of leadership		
Chapter 6	Communication	05	04

6.1	Inter personal communication		
6.2	Barriers and ways of overcoming barriers		
6.3	Organizational communication		
6.4	Informal communication		
Chapter 7	Conflicts	05	04
7.1	Causes of conflicts		
7.2	Ways of overcoming conflicts		
Chapter 8	Organization	08	04
8.1	Organizational structures		
8.2	Behavioral implications of different structures		
Chapter 9	Organizational Change	08	06
9.1	Factors responsible for change		
9.2	Resistance to change		
9.3	Implementation of the change process		
9.4	Ways of overcoming the resistance		
Chapter 10	Organizational Culture	08	06
10.1	Definition and importance of organizational culture		
10.2	Creation and sustenance of organizational culture		

REFERENCEBOOKS

Sr.No	Name Of theBook	Author	Publisher
1	Essentials of Organizational Behaviour	Stephen. P	Robbins Prentice Hall of India
2	Organisational Behaviour	Fred Luthans	McGraw Hill
3	Organisational Behaviour	Ashwathappa. K	Himalaya Publishing House
4	Organisational Behaviour	B.P.Singh	Dhanpat Rai & sons
5	Organisation Behaviour	Umashankaran	Tata McGraw Hill

SUBJECT CODE: AEE 106					
SUBJECT: HOTEL ECONOMICS					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	--	--	50	50	04

Rationale

This subject helps the students to develop an understanding of the concept and theories of application of management techniques in the field of economics. Moreover they should be able to understand the Manager's role in the decision making process from economic view point.

		Hours	Marks
Chapter 1	Nature & Significance of Managerial Economics	04	08
1.1	Meaning, Features & Significance		
1.2	Functions of Managerial Economics		
Chapter 2	Basic Terms used in Economics	08	08
2.1	Micro & Macro Economics		
2.2	Problem of Scarcity – Lionel Robbins Definition of Economics		
2.3	Economic Tasks– Production & Distribution		
2.4	Economic Entities– Household & Firm		
2.5	Distinction between Plant, Firm & Industry		
Chapter 3	Demand Analysis	12	08
3.1	Meaning, Types & determinants of Demand		
3.2	Meaning & Determinants of Individual & Market Demand		
3.3	Demand Function & Demand Schedule		
3.4	The Law of Demand		
Chapter 4	Theory of Consumer Demand	10	06
4.1	Utility- Meaning & Types		
4.2	The Law of Diminishing Marginal Utility		
4.3	The Law of Equi-Marginal Utility		
Chapter 5	Elasticity of Demand	10	06
5.1	Concepts, Kinds & Types		
5.2	Measurement of Price Elasticity Demand		

Chapter 6	Production Analysis	08	06
6.1	Concepts & Attributes		
6.2	The Law of Variable Proportions		
6.3	The Law of Returns to Scale		
Chapter 7	Supply Analysis	06	04
7.1	Meaning & Determinants of Supply		
7.2	The Law of Supply		
7.3	Elasticity of Supply-meaning, measurement & factors affecting elasticity of Supply		
Chapter 8	Types of Market	06	04
8.1	Meaning & Classification of Market Structure		
8.2	Types of Market Structures Formed by the Nature of Competition		

REFERENCE BOOKS

Sr.No	Name Of the Book	Author	Publisher
1	Business Economics	V. G. Mankar	Himalaya Publishing House
2	Modern Micro Economics	Ahuja H. L	S. Chand Publishing
3	Business Economics (Micro)	Dr. (Ms). Girija Shamkar	Nirali Prakashan

SUBJECT CODE: AEE 107					
SUBJECT: FINANCIAL MANAGEMENT					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	--	--	50	50	04

Rationale

This subject helps the students to develop an understanding of the concepts and theories of Financial Management in the Hospitality industry. This will also help the students in analyzing the financial statements and capital budgeting.

		Hours	Marks
Chapter 1	Financial Management	04	04
1.1	Definition, Scope and objectives-Branched of accounting		
1.2	Historical, cost, Financial control, Financial. Management and Revenue.		
Chapter 2	Ratio Analysis	12	08
2.1	Meaning, Importance and limitations		
2.2	Practical problems on computation of Liquidity Ratios- Current and Quick Ratio. Activity /Turnover Ratios-Stock Turnover Ratio, Debtors Turnover Ratio, Creditors Turnover Ratio, Long-term Solvency Ratios-Proprietary Ratio, Debt Equity Ratio. Profitability Ratios-Gross Profit, Net Profit,		
2.3	Operating ratio, Return on Capital employed, Return on Proprietor's Fund Ratio. Practical problems on preparation of Balance sheet from given ratios.		
Chapter 3	Funds Flow and Cash Flow Statement	12	10
3.1	Nature, Importance and Uses		
3.2	Differences between Funds Flow and Cash Flow Statement		
3.3	Practical problems on preparation of Funds Flow considering following adjustment only: Depreciation on fixed assets, Dividend- Interim and Final and Taxation		

Chapter 4	Working Capital Management	08	06
4.1	Definition and Meaning		
4.2	Factors affecting working capital		
4.3	Working capital cycle		
4.4	Practical problems on determination of working capital		
Chapter 5	Capital Budgeting	10	06
5.1	Meaning and Importance		
5.2	Practical problems on capital budgeting : Payback period, Accounting Rate of return, Net Present Value		
Chapter 6	Budgets, Budgeting and Budgetary Control	08	08
6.1	Definition and Characteristics of Budgets		
6.2	Meaning and Advantages of Budgetary Controls		
6.3	Practical problems on Cash Budget, Flexible Budget		
Chapter 7	Introduction to Pricing and Value added Tax.	10	08
7.1	Importance of Pricing.		
7.2	Methods of Pricing- Cost plus, Rate of Return, Absorption Contribution and Backward.		
7.3	History, Meaning and Advantages of Value Added Tax in Hotel and Catering establishments		

The students may be assigned exercises related to Hotel Accounting to get hands on experience. They may be given assignments to collect various Formats used in the Hotel Industry and to present same in the class.

REFERENCE BOOKS

Sr.No	Name of theBook	Author	Publisher
1	Financial Management	M.Y.Khan & P.K.Jain	Tata McGraw Hill
2	Financial Management	Prof. Dr. S.V. Patankar	Everest Publishing House
3	Financial Management	Prof. N. M.Vechalekar	Nirali Publication
4	Financial Management	Satish M Inamdar	Everest Publishing House
5	Introduction To Management	L.N.Chopde and	Sheth

	Accounting	D.H.Choudhary	Publishers Pvt.Ltd
6	Financial and Cost Control Techniques	Dr. Jagmohan Negi, Gaurav Manohar	Metropolitan Book Co. Pvt. Ltd. New Delhi.

SEMESTER– IV

SUBJECT CODE:DSC401					
SUBJECT: LARDER AND BASIC BAKING (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	40	60	--	100	04

Rationale

This subject intends to develop knowledge and skills required for Garde Manger work and preparation off rozen desserts. It will also enhance understanding of the basic principles of baking, ingredients used in bakery and their role. It attempts to develop an understanding of meat cookery.

		Hours	Marks
Chapter 1	Le Garde Manger	04	06
1.1	Definition		
1.2	Functions of larder department		
1.3	Break down of larder department		
1.4	Responsibilities of Chef Garde Manger		
1.5	Larder control		
1.6	Liasion with kitchen & pastry department		
1.7	Layout of larder in a hotel		
1.8	Equipments & tools used in larder		
Chapter 2	Horsd'oeuvres	03	04
2.1	Types of horsd'oeuvres: Hot and Cold- Canapés, Cocktails, Relishes.		
2.2	Miscellaneous horsd'oeuvres- Antipasto, Bruschetta, Tapas, Amuse bouche		
Chapter 3	Meat Cookery and Poultry	10	10
3.1	Composition & structure		
3.2	Quality of Meat		
3.3	Factors affecting flavour & tenderness		
3.4	Cooking of meats		
3.5	Selection, Cuts, approximate weights & method of cooking of the following– Lamb, Pork, Beef, Veal		
3.6	Poultry- Selection, Cuts, Uses		
Chapter 4	Curing And Smoking	02	02
4.1	Ingredients used for curing foods		
4.2	Curing methods		
4.3	Smoking		

Chapter 5	Charcuterie	05	06
5.1	Bacon– cuts & uses		
5.2	Ham– types & uses		
5.3	Differentiation – Ham, Bacon & Gammon		
5.4	Forcemeats – Types		
5.5	Sausages– Composition, Classification & Types		
Chapter 6	Pate,Terrines and other cold foods	05	06
6.1	Duties and responsibilities of Chef - de – froid		
6.2	Aspic- Definition, function and types		
6.3	Chaufroid- Definition, types		
6.4	Using Aspic jelly and chaud froid sauce		
6.5	Pates & Terrines- Definition, Preparation,		
6.6	Difference		
	Galantine & Ballotine- Definition, Preparation,		
6.7	Difference		
	Mousse & Mouselline- Definition, Preparation,		
6.8	Difference		
6.9	Assembly of cold buffet		
	Smorgasbord		
Chapter 7	Creams,Custards,Puddings and Frozen Desserts	04	06
7.1	Basic custard		
7.2	Pastry cream – Definition, Preparation & Variations		
7.3	Pudding– Types		
7.4	Bavarians, Chiffons, Mousses & Souffles		
7.5	Frozen dessert – Classification, Popular ice - cream desserts		
7.6	Dessert sauces		
Chapter 8	Ingredients Used in Bakery	05	04
8.1	Flour– Functions		
8.2	Sugars – Functions		
8.3	Fats - Types, Functions		
8.4	Milk & milk products - Functions, guidelines for usage		
8.5	Eggs - Functions, guidelines for usage		
8.6	Leavening agents - Functions, guidelines for usage		
8.7	Fruits and nuts - Types, Functions		
8.8	Salt- Functions, guidelines for usage		

8.9	Spices & Flavouring - Types, Functions		
8.10	Chocolate & Cocoa- Types, Functions, guidelines for usage		
Chapter 9	Basic Baking	06	10
9.1	Steps in Bread making		
9.2	Methods of making cookies – Rolled, Dropped, Molded,		
9.3	Bagged, Ice Box, Stencil, Sheet, Bar		
9.4	Cake Mixing Methods – Sugar Batter, Flour Batter, Boiling, Sugar Water, All in One		
	Faults in Bread, Cakes, Cookies		
Chapter 10	Culinary Terms	04	06

Anglaise	Assaisonner	Ateraux	Aspic
Abattis	Ballotine	Barder	Bavarois
Beignet	Bouchee	Blondir	Chantilly
Charlotte	Chiffonade	Coulis	Crecy
Dariole	Duxelle	Panada	Farcir
FoieGras	Jardiniere	Jambonnette	Juslie
Meringue	Navarin	Papillote	Parfait
Praline	Provencale	Quenelle	Quiche
Ratatouille	Timbale	Dartois	Crudite
Force meat	Rollmops	Frizzling	Baba
Kedegree	Rasping	Nori	Fleuron
Crepinettes	Tournedos	Zakuski	Matellote
Civet	Duglere	Rissotto	Hummus
Dashi	Bombe	Compote	Tapenade
Lardons	Panache	Piquante	Baron
Sauerkraut	Salsa	Daube	Shaslik
Blanquette	Sundae	Crepes	Zabaglion
Qubus	Moussaka	Paella	Falafel
Baveuse	Waffles	Black Pudding	Truffles

REFERENCE BOOKS

Sr.No.	Name of the Book	Author	Publisher
1	Professional Cooking	Wayne Gisselen	John Wiley & Sons, N.Y
2	Professional Baking	Wayne Gisselen	John Wiley & Sons, N.Y
3	Modern Cookery for Teaching & Trade (Volume	Thangam E.Philip	Orient Longman Ltd.Mumbai.
4	The Larder Chef	Leto. M. J & Bode	K. H, Heinemann Professional
5	Larousse Gastronomique	Paul Hamlym	Cookery Encyclopedia
6	Practical Cookery	Kinton Ceserani	ELBS
7	Professional Chefs- Art of Garde Manger	Frederic. H & John Nicolas	John Wiley & Sons, NY
8	Kitchen Planning & Mgmt	John Fuller & David Kirk	Heinemann Butterworth
9	Classical Food Preparation & Presentation	W.K.H. Bode	Batsford
10	Basic Baking	S.C.Dubey	The Society of Indian Bakers
11	Understanding Baking	Joseph Amendola & Donald Lundberg	John Wiley & Sons, N.Y

SUBJECT CODE:DSC 401A					
SUBJECT: LARDER AND BASIC BAKING (PRACTICAL)					
Teaching Scheme/Week	Examination Scheme				
Practical Hours	IAMarks	EAMarks	CAMarks	Total Marks	Credits
08	40	60	--	100	04

- Minimum 12 practicals of Advanced Continental menus to be conducted. Menus may be designed so as to cover classical appetizers, soups, main course, accompaniments, salads and desserts.
- Minimum 08 Bakery practicals to be conducted to include varieties of bread, cookies and also introduce them to basic cake making.
- Students are required to maintain a journal to record the various practicals attended and the teacher must record the performance evaluation of the same on a day to day basis.

SUBJECT CODE: DSC-402					
SUBJECT: ALCOHOLIC BEVERAGES – I (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Practical Hours	IA Marks	EA Marks	CAMarks	Total Marks	Credits
03	40	60	--	100	03

Rationale

To impart comprehensive knowledge about various fermented & distilled alcoholic beverages such as wines, aperitifs, spirits, liqueurs & bitters.

		Hours	Marks
Chapter 1	Aperitifs	02	04
1.1	Definition		
1.2	Types- Wine Based, Spirit Based		
Chapter 2	Introduction to Fermented Alcoholic Beverages	10	12
2.1	Wine- Classification , Brands		
2.2	Beer – Classification, Brands		
2.3	Sake – Classification , Brand		
Chapter 3	Introduction to Distilled Alcoholic Beverages	14	16
3.1	Brandy – Classification, Brands		
3.2	Rum – Classification, Brands		
3.3	Vodka – Classification, Brands		
3.4	Gin – Classification, Brands		
3.5	Whisky – Classification, Brands		
3.6	Tequila – Classification, Brands		
Chapter 4	Introduction to Cocktails	08	10
4.1	Methods of Making Cocktails		
4.2	Golden Rules		
4.3	Classification of Cocktails		
4.4	Examples of Cocktails		
Chapter 5	Other Alcoholic Beverage	03	04
5.1	Arrack, Aquavit, Schnapps, Fruit Brandies, Pastis,		
5.2	Kirsch, Feni, Calvados, Korn, Doppelkorn, Cordials		
Chapter 6	Introduction to Liqueur	06	08
6.1	Introduction, Manufacturing		
6.2	Types		
6.3	Brands		
Chapter 7	Introduction to Bitter	03	04
7.1	Introduction, Manufacturing		
7.2	Types		
7.3	Brands		

Chapter 8	Introduction to Tobacco	02	02
8.1	Introduction		
8.2	Types, Brands of Cigar, Cigarettes.		

Glossary of Terms

Distillation	Aqua – vitae	Fore shots
Congeners	Pot Still	Maturing
Blending	Coffee Still	Bonne chauffe
Cognac	Armagnac	Brouillis
Ageing	Angels Share	Fine Maison
Grande Fine Champagne	Fine Champagne	Old Liqueur Cognac
VSOP	Napolean Brandy	Grappa
Hors d'age	Marc	Peats reek
Grain Whiskey	Ouzo	Malt Whiskey
Single Malt	Blended Whisky	Rye Whisky
Dunder	Vatted Malt	Bagasse
Schnapps	White Rum	Dark Rum
Wine	Aromatised Wine	Agave
Blue Wine	Blush Wine	Vine
Champagne	Sparkling Wine	Fortified Wine
Asti Spumante	Vins mousseux	
Vinho coto	Eau- de - vie	

REFERENCE BOOKS:

Sr.No.	Name of the Book	Author	Publisher
1	Food & Beverage Service	Denis Lillicrap, Cousins	Book Power
2	Modern Restaurant Service	John Fuller	Hutchinson
3	Food & Beverage Service- Training Manual	Sudhir Andrews	Tata McGraw Hill
4	The Restaurant (from Concept to operation)	John Walker Donald Lundberg	John Wiley & Sons
5	The Beverage Book	Dunkan & Cousins	Hodder & Stoughton
6	Professional Guide to Alcoholic Beverages	Lipinski	Van Nostrand Reinhold
7	Oxford Companion to Wines	Jancis Robinson	Oxford University Press

SUBJECT CODE: DSC-402A					
SUBJECT:ALCOHOLIC BEVERAGES – I (PRACTICAL)					
Teaching Scheme/Week	Examination Scheme				
Practical Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
02	40	60	--	100	01

Sr.No Topic

- 1 Types of Glassware used in Beverage Service
- 2 Service of Aperitifs
- 3 Service of Wines
- 4 Setting up cover for menu with wines
- 5 Service of Beer – Service Temperature, Equipment, Procedure, Brands
- 6 Service of Brandy
- 7 Service of Rum
- 8 Service of Vodka
- 9 Service of Tequila
- 10 Service of Gin
- 11 Service of Whisky
- 12 Service of Liqueur at the bar and at the table
- 13 Compiling a Wine & other drink list
- 14 Service of Cocktails at the bar and at the table
- 15 Types of bitter and service of bitters & other alcoholic beverages
- 16 Service of Cigar & Cigarettes

Assignment

Minimum of two assignments to be submitted by students by the end of the semester.

1. Wines from New world countries (USA, Australia, Africa and New Zealand)
2. Price list of wines from two outlets.
3. Indian wines brand names and prices
4. Price list of Beer from two outlets
5. Prepare a wine & other alcoholic beverages list.
6. List & give recipe of 10 cocktails of different base : Vodka, Rum, Tequila, Brandy, Whisky

SUBJECT CODE: DSC 403					
SUBJECT : ALLIED HOUSEKEEPING FUNCTIONS(THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
02	40	60	--	100	02

Rationale

The subject aims to establish the importance of Housekeeping Operations & its role in the Hospitality Industry. It also prepares the student to acquire knowledge of the operational aspects in housekeeping.

		Hours	Marks
Chapter1	Horticulture & Flower Arrangement	06	12
1.1	Concept and Importance		
1.2	Principles, Types and Shapes of flower arrangements		
1.3	Types of indoor and outdoor plants used in hotels		
1.4	Tools, Equipment's and Accessories used in horticulture and flower arrangement		
1.5	Conditioning of Plant Materials		
Chapter 2	Pest Control	04	08
2.1	Types of Pests		
2.2	Preventive and Control measures		
Chapter 3	Contract Cleaning	04	10
3.1	Definition, Concept		
3.2	Jobs given on contract by Housekeeping		
3.3	Advantage & Disadvantages		
3.4	Pricing a contract		
Chapter 4	Safety & Security Processes	06	10
4.1	Safety of Guests & Guests Property		
4.2	Safety of Hotel Property & employees		
4.3	Prevention of accidents		
Chapter 5	Purchasing Systems.	06	10
5.1	Types of purchasing.		
5.2	Purchase procedure for housekeeping supplies, linen, cleaning agents and cleaning equipments		
5.3	Records of storage		
Chapter 6	Housekeeping stores.	06	10

6.1	Store requisition		
6.2	Issuing & controls of materials.		
6.3	Inventory Control & Stock taking.		

Glossary of Terms

Conditioning	Fillers	Foliage
Kenzan	Ikebana	Hogarth curve
Mechanics	Moribana	Nagiere
Oasis	Bonsai	Hardscape
Perennials	Horticulture	Landscape
Trellis	Patio	Deck
Turf	Pest	Fumigation
Dry rot	Rodent	Pesticutor
Wet rot	Silver fish	OSH Standards
Recycled inventory items	Non Recycled inventory items	Store indent
Purchase order	Lead time	Stores requisition
Grand master key	Emergency key	Floor master key
Pass key	Contract	Stocktaking
Charge Back	Contract Specification	Outsourcing

REFERENCE BOOKS

Sr.No.	Name of the Book	Author	Publisher
1	Hotel House Keeping Operations & Management-	Sudhir Andrews	Tata McGraw Hill
2	Hotel Housekeeping & Management	G Raghubalan Smritee Raghubalan	Oxford University Press
3	Hotel, Hostel & Hospital Housekeeping	Branson & Lennox	E L B S
4	Accommodation Management	Rosemary Hurst	Heinemann Publishing
5	Accommodation Management	Rosemary Hurst	Heinemann Publishing

SUBJECT CODE: DSC 403 A					
SUBJECT : ALLIED HOUSEKEEPING FUNCTIONS (PRACTICAL)					
Teaching Scheme/Week	Examination Scheme				
Practical hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
02	40	60	--	100	01

1. Using a Room and Public area inspection checklist

- Checking of the Guest room and Public area using a check list.

2. Flower Arrangements

- Demonstration of various styles and shapes of flower arrangements.

3. Flower Arrangements

- Preparation of various styles and shapes of flower arrangements.

4. Introduction to Horticultural aspects.

- Visit to Green house for identification of indoor plants used in hotels.
- Identification of outdoor plants used in hotels.
- Identification and use of foliage in flower arrangements.

5. Special decorations for functions in hotel

- Preparations for events organized in hotels- Floral rangolis, Garlands, Tinsel and miscellaneous decorations.

6. Inventory and stocktaking of room and cleaning supplies

- Requisition procedure.
- Calculating par stock.
- Stock taking or physical inventory of room and cleaning supplies.
- Documentation of supplies inventory.

7. Using housekeeping software for Material Management

8. Various methods of pricing a contract

9. Pest control demonstration.

10. Standard operating procedure at Housekeeping

- Handling of keys
- Safety of Guests & Guest Property
- Safety of Hotel Property & employees

11. Standard operating Procedure at housekeeping

- To eliminate workplace hazards

ASSIGNMENTS

1. Indoor and outdoor plants used in hotels.

Presentation on assignments with the use of audio visual aids.

SUBJECT CODE: DSC 404					
SUBJECT : FRONT OFFICE ACCOUNTING (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory hours	IA	EA	CA	Total	Credits
	Marks	Marks	Marks	Marks	
02	40	60	--	100	02

Rationale

The subject aims to establish the importance of Front office Operations & its role in the Hospitality Industry. It also prepares the student to acquire knowledge of the operational aspects in front office. It also prepares the student to acquire basic skills and knowledge necessary to calculate occupancy statistics in the front office department.

		Hours	Marks
Chapter 1	Front Office Accounting	06	10
1.1	Importance of the front office accounting system		
1.2	Types of accounts		
1.3	Vouchers		
1.4	Folios		
1.5	Ledger		
1.6	The front office accounting cycle		
1.7	Use of computers in front office accounting		
Chapter 2	Credit Control practices at front desk	06	10
2.1	Objectives of credit control		
2.2	Hotel credit control policy		
2.3	Credit control measures at check-in		
2.4	Credit control measures during occupancy		
2.5	Credit control measures at check out and after guest departure		
Chapter 3	Calculation of various Statistical data using formula	06	10
3.1	ARR, Room Occupancy %, Double Occupancy %, Bed Occupancy %, Foreign occupancy %, Local Occupancy % House Count, House Position, etc.		
3.2	Reports - DRR, Revenue Report, Daily Occupancy Report.		
Chapter 4	Night Auditor	04	10
4.1	Concept of Night Audit & Role of Night Auditor		

4.2	Night Auditor's Report		
Chapter 5	Establishing Room Rates	06	10
5.1	Rule of Thumb		
5.2	Hubbart's formula		
5.3	Market Condition Approach		
Chapter 6	Forecasting Room Availability	04	10
6.1	Benefits of forecasting		
6.2	Data required for forecasting		
6.3	Records required for forecasting		
6.4	Room Availability Forecast.		
6.5	Types of forecast & their sample format		

Glossary of Term

ARR	Rev Par	Yield
ARG	DRR	Re -capitulation sheet
Transcript	High Balance	High Debt
House count	City Ledger	House limit
Management Account	Overstay	No show
Stayover	Understay	Cash Paid out
Forecasting	Hubbart's Formula	Rule of Thumb
Market Condition approach		

REFERENCE BOOKS

Sr.No.	Name of the Book	Author	Publisher
1	Hotel Front Office Operations & Management	Sudhir Andrews.	Tata McGraw Hill
2	Check-in Check –out	Jerome Vallen	WM.C Brown IOWA
3	Principles of Hotel Front Office Operations	Sue Baker,P.Bradley,J.Huyton	Continuum
4	Hotel Front Office	Bruce Graham Stanley	Thornes
5	Managing Front Office operations	Michael Kasavanna Richard Brooks Charles Steadmon	AH&LA
6	Front Office Procedures & Management	Peter Abott.& Sue Lewry	Butterworth & Heinemann
7	Front Office operations	Colin Dix, Chris Baird	Pearson
8	Front Office Operations and administration	Dennis foster	Glencoe
9	Hotel Accounting & Financial Control	OziD'Cunha	Dickey Enterprises

SUBJECT CODE: DSC 404A					
SUBJECT : FRONT OFFICE ACCOUNTING (PRACTICAL)					
Teaching Scheme/Week	Examination Scheme				
Practical hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
02	40	60	--	100	01

1. Use of computers in front office accounting

Practice on use of front office software for accounting at front desk.

2. Using and making various vouchers used at front desk

Role play of situations pertaining to using and making vouchers like Allowance voucher, VPO, Cash voucher and miscellaneous vouchers.

3. Credit control practices at front desk

Role play of situations pertaining to credit control practices during reservations.
Role play of situations pertaining to credit control practices during arrival.

4. Credit control practices at front desk

Role play of situations pertaining to credit control practices during occupancy.
Role play of situations pertaining to credit control practices during checkout.

5. Preparing a Night Auditor's Report.

6. Calculations of various statistical data using Formulae

ARR, Rev Par, Room Occupancy %, Double Occupancy %, Bed Occupancy %, foreign occupancy %, Local Occupancy %

7. Calculations of various statistical data using Formulae

Bed Occupancy %, Foreign occupancy %, Local Occupancy %
Graphical presentation.

8. Preparing Weekly & Monthly forecasts.

9. Using Hubbart's formula for calculating room rate

10. Using front office software for MIS reports

Budgetary reports, Occupancy reports, Income and expenditure reports, forecasting reports etc.

11. Situations handling with guest problems

Role play of situations pertaining to guest problems and emergency situations like bomb, terrorist attack, fire, death, theft and natural disasters.

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1. Calculation of various statistical data using formula and graphical representation.
 2. Hubbart's Formula for calculating room rate.

SUBJECT CODE: LEC 101	
SUBJECT: HOTEL FRENCH(THEORY)	
Teaching Scheme/Week	Examination Scheme

Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
03	40	60	--	100	03

Rationale

To introduce basic knowledge of French language to the students of Hotel Management

		Hours	Marks
Chapter1	INTRODUCTION	10	12
1.1	Alphabet		
1.2	Accents		
1.3	Articles:Definite,Indefinite, Partitive and Contracted articles		
1.4	Subject Pronouns		
1.5	Basic greetings		
1.6	Vocabulary related to classroom		
1.7	Cardinal Numbers (0-100) & Ordinal Numbers		
1.8	Time,days of a week, months		
1.9	Vocabulary related to seasons, weather		
Chapter2	Conjugation– PresentTense	08	08
2.1	Conjugation of verbs être and avoir		
2.2	Conjugation of first regular group ‘-er’(Ex.Parleretc)		
2.3	Conjugation of second regular group ‘-ir’(Ex.firir)		
2.4	Conjugation of third regular group ‘-re’(ex.attendre)		
2.5	Conjugation of third regular group ‘-oir’(ex.Vouloir)		
Chapter 3	Food & Beverage Service	06	12
3.1	Equivalents		
3.2	Restaurant Brigade		
3.3	French Classical menu (17 course) with classic exaples of each course & meanings in brief		
3.4	Wines <ul style="list-style-type: none"> • Wine of France • Wine Terminology • Reading a wine label • Wine regions 		
3.5	French Cheese		
Chapter 4	Kitchen	10	12

4.1	Equivalents of Kitchen Tools Dairy Products Vegetables Fruits Herbs and spices Meat, fish, Poultry Cereals Seasoning		
4.2	Weights and Measurements		
4.3	The Kitchen Brigade		
4.4	French Culinary Terms and the meaning in		
4.5	English Recipe of any five basic food preparations (Cream of Tomato, Egg Omelette, Salad, Cake, Grilled Chicken)		
4.6	Translation of recipe from French to English		
Chapter 5	House keeping	01	04
5.1	Vocabulary related Guest room and hotel Floor		
Chapter 6	Front Office	01	04
6.1	Vocabulary related to Front Office operations		
Chapter 7	Standard Phrases used in a hotel	04	08
7.1	Translation from English to French		
7.2	Translation from French to English		

REFERENCE BOOKS

Sr.No.	Name of the Book	Author	Publisher
1	Basic French for Hotel Industry	Vaishali Mankikar	Continental, Prakashan, Pune
2	Basic French course for the Hotel Industry	Catherine Lobo, Sonali Jadhav	Tanay Enterprises, Pune

SUBJECT CODE:LEC 101A					
SUBJECT:HOTEL FRENCH (PRACTICAL)					
Teaching Scheme/Week	Examination Scheme				
Practical Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04*	20	30	-	50	02

Rationale

To enable students to acquire correct pronunciation of French hotel terminology, to use standard phrase in French related to hotel operations and also practice spoken French skills.

- 1 Alphabets
- 2 Basic greetings, Days of the week, Date, Months– Question and Answers
- 3 Time– Clock, Questions and Answers related to time
- 4 Kitchen Equivalents
- 5 Kitchen Equivalents
- 6 Kitchen Equivalents
- 7 To plan and read a menu in French and briefly describe the dishes in English
- 8 To read, translate and say the recipe for basic dishes covered in theory class
- 9 To read, translate and say the recipe for basic dishes covered in theory class-
Practice
- 10 Question and Answers related to Kitchen
- 11 Reading of a wine label
- 12 Dialogues related to F & B Service
- 13 Question and Answers related to F & B Service
- 14 Standard phrases used in House keeping and Front Office
- 15 Questions & Answers, Dialogues related to House keeping
- 16 Question & Answers, Dialogues related to Front Office

SUBJECT CODE: SEE 101					
SUBJECT: FIRST AID					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	--	--	50	50	04

Rationale

To introduce the students to first aid practices and managing emergency incidents until professional help is provided.

		Hours	Marks
Chapter 1	Introduction to First Aid	10	10
1.1	First Aid		
1.2	First aid priorities		
1.3	How to prepare yourself during an emergency		
1.4	Looking after yourself: Personal safety and protection from infections		
Chapter 2	Accidents and Injuries	12	10
2.1	Dealing with a casualty		
2.2	Requesting help		
2.3	Use of medication		
2.4	Assessing a casualty		
2.5	Method of assesment		
2.6	Head to toe examination		
2.7	Monitoring vital sign		
Chapter 3	Managing an incident	14	10
3.1	Removing clothing and headgear		
3.2	First aid materials: Dressing, Bandage, Slings.		
3.3	Action at an emergency		
3.4	Traffice incidents		
3.5	Fires		
3.6	Electrical incidents		
3.7	Water incidents		
Chapter 4	Emergency first aid for	14	10
4.1	Wounds and bleeding		
4.2	Shock		
4.3	Head injury		
4.4.	Spinal injury		
4.5	Broken bones		
4.6	Burns and scalds		

4.7	Poisoning		
4.8	Bites and Stings		
Chapter 5	Life saving procedures	14	10
5.1	Resuscitation		
5.2	Choking		
5.3	Hanging and Strangulation		
5.4	Drowning		
5.5	Inhalation of fumes		
5.6	Asthma		

REFERENCE BOOKS

Sr. No.	Name of the Book	Author	Publisher
1	First aid manual	Written and endorsed by St John Ambulance	St Andrew's First Aid and the British Red Cross, DK
2	First aid Manual	St. John Ambulance (Author)	Dorling Kindersley Publishers Ltd 7 th Revised edition edition (1 May 1997)

SUBJECT CODE:SEE 102					
SUBJECT: HOTEL MAINTENANCE					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	--	--	50	50	04

Rationale

The subject will provide information regarding the basic services and different types of engineering and maintenance systems in hotel industry. This subject will help students to understand various aspects and importance of the Engineering department in a hotel. At the end of the course students will be thorough with various machines and their working, fuels, electricity, safety and security, water distribution systems and energy conservation in hotel.

		Hours	Marks
Chapter 1	Maintenance & Replacement Policy	07	05
1.1	Definition of Maintenance		
1.2	Importance of Maintenance department in the hotel industry		
1.3	Organization chart of Maintenance department in 3/4/5 star hotels		
1.4	Duties and responsibilities of Chief Engineer of a hotel		
1.5	Types on maintenance and their advantages and disadvantages: Breakdown/Corrective, Preventive Predictive.		
1.6	Contract Maintenance: Need of contract maintenance. Types: Lumpsum, Unit Rate, Cost plus, Upper limit contract.		
1.7	Maintenance chart for Swimming Pool: Daily basis and Quarterly basis Kitchen: Daily basis and Quarterly basis		
1.8	Replacement of equipments: Reasons for replacement, economic replacement of equipments.		
Chapter 2	Refrigeration	08	08
2.1	Definitions: Heat, Temperature, Sensible Heat, Latent Heat, Relative Humidity, Zero Law of Thermodynamics, First Law of Thermodynamics.		
2.2	Methods of Heat Transfers: Conduction, Convection and Radiation.		
2.3	Refrigeration: Principles of refrigeration, Unit of		

	refrigeration Refrigerants: Properties and types Block diagram of working of Vapour Compression Refrigeration System		
2.4	Domestic Refrigerator: Block diagram and working,		
2.5	Maintenance, Defrosting: Need and Methods Walk in Freezer/ Cold Storage: Block Diagram and working		
Chapter 3	Air Conditioning	06	06
3.1	Types of AC: Unitary AC, Window AC, Split AC, Block Diagram and working		
3.2	Factors affecting load on AC		
3.3	Factors affecting AC Comfort		
Chapter 4	Fuels	04	04
4.1	Types of Fuels		
4.2	Comparison of various fuels: Solid, Liquid and Gaseous		
4.3	Fuels used in hotel industry		
Chapter 5	Electricity	07	06
5.1	Types of Electricity supply: Single and Three Phase		
5.2	Types of Fuse: Re-wireable, Cartridge, MCB		
5.3	Importance and methods of Earthing		
5.4	Calculation of Electricity Bill		
Chapter 6	Water systems	08	07
6.1	Sources of water		
6.2	Adverse effects of hard water		
6.3	Methods of purification and Softening: Ion exchange, Limesoda		
6.4	Water distribution system: Up Feed, Down Feed		
6.5	Traps: Water Closets and Flushing Systems, Types, Diagram and functions		
6.6	Various plumbing fixtures		
Chapter 7	Energy and its Conservation	06	04
7.1	Various energy sources: Conventional and Non Conventional (Examples, Advantages and disadvantages)		
7.2	Need for energy conservation		
7.3	Simple methods of energy conservations in Kitchen and Guest rooms.		
7.4	Use of Solar energy in a hotel.		

Chapter 8	Fire and Its Prevention	06	04
8.1	Fire Triangle		
8.2	Types of Fires: A,B,C, D, E and F		
8.3	Theory of Extinguishment: Starvation, Cooling and Smothering		
8.4	Various types of fire extinguishers		
8.5	Smoke Detectors and Fire Alarm system		
Chapter 9	Safety and Security in Hotel	06	03
9.1	Causes of Accidents		
9.2	Prevention/Control of Accidents		
9.3	Safety Issues in Hotel:Guest key Control, kitchen Safety, Slip and falls		
Chapter 10	Pollution and Control	06	03
10.1	Air Pollution:Causes and Effects		
10.2	Water Pollution: Causes and Effects		
10.3	Noise pollution: Causes and Effects		
10.4	Waste Management		

Note- Field visit to be arranged for students to engineering department of a five star hotel.working of AC plants and other aspects and systems of maintenance department to be shown to students. A report of the same must be submitted by students individually.

Assignments

1. Eco-friendly Refrigerant.
2. Centralized Air Conditioning in detail with block diagram
3. Working of Air filter, Humidifier and De-humidifier in AC
4. Water purification methods
5. Various lighting systems used in a hotel
6. Procedure to be followed in case of Fire alarm in hotel
7. Make a chart for various fire extinguishers with colour code and the type of fire it extinguishes.
8. Waste Disposal Methods– Incineration and Land Fill

REFERENCE BOOKS

Sr. No.	Name of the Book	Author	Publisher
1	Hotel Engineering	Sujit Ghosal	Oxford University Press
2	Hotel Engineering	R.K.Chhatwal	

3	Text book of Hotel Maintenance	Arora	Standard Publishers
4	Hospitality Facilities Management & Design	David m Stipnauk	EIAHMA

SUBJECT CODE: SEE 103					
SUBJECT: RETAIL MANAGEMENT					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	--	--	50	50	04

Rationale

This subject helps the students to develop an understanding of the concepts and application of retail management techniques.

		Hours	Marks
Chapter 1	Retailing	04	04
1.1	Concept, importance, Functions		
1.2	Retail as a career.		
Chapter 2	Retail formats	08	06
2.1	Store and non store		
2.2	Retailing		
2.3	Franchising		
2.4	Unconventional channels		
2.5	Retail expansion- need for foreign direct investment in Indian retail		
Chapter 3	Indian V/s Global Scenario in Retail	08	06
3.1	Evolution of retail in India		
3.2	Traditional business models in Indian retail		
3.3	Drivers of retail change in India		
3.4	Key sectors in Indian Retail		
3.5	International Retailing-factors contributing to its growth		
Chapter 4	The Retail Consumer	06	06
4.1	Need for understanding consumer buying behavior		
4.2	Customer decision making process		
4.3	Factors influencing the retail shopper		
Chapter 5	Retail Strategy	06	06
5.1	Importance of strategy from a retail perspective		
5.2	The strategic planning process		

Chapter 6	Retail location	06	06
6.1	Factors affecting location decision		
6.2	Site selection		
6.3	Store design		
Chapter 7	Basic of Retail Mechandising	08	06
7.1	Concept, Importance, Functions		
7.2	Functions and methods of buying for different types of organizations,introduction to Private label, Brands- concepts and needs		
Chapter 8	Retail Pricing	06	06
8.1	Factors affecting retail pricing decisions		
8.2	Pricing Strategies		
Chapter 9	Retail Store Operations	06	06
9.1	Concept		
9.2	Functional areas of retail operations		
9.3	Floor Space Management		
9.4	Managing store inventories and display		
Chapter 10	The Legal and Ethical aspects of retail business	06	04
10.1	Acts pertaining to the retail sector		
10.2	Taxation and its impact on retailing		

REFERENCE BOOKS

Sr. No.	Name of the Book	Author	Publisher
1	Retail Management	GibsonG	Vedamani and Jaico Publishing house
2	Retail Management	Chetan Baja	Oxford University Press
3	Retail Management Text & Cases	Sapna Pradhan	Tata Mc Graw Hill
4	Retail Management Text & Cases	UC Mathur	K. International Publishing house

SUBJECT CODE: SEE 104					
SUBJECT: EVENT MANAGEMENT					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	--	--	50	50	04

Rationale

This subject helps the students to develop an understanding of the concepts and theories of application of management techniques in organising of events.

		Hours	Marks
Chapter 1	Event Management	08	08
1.1	Introduction-Event Management		
1.2	Size of Event		
1.3	Types of Events-Cultural, Festivals, Religious, Business etc.		
1.4	Case study of some events		
Chapter 2	Planning an Event	08	08
2.1	Principles and steps in Planning		
2.2	Consultation with clients:Setting objectives, confirmation of date, list of guests, theme finalizations, event agenda		
Chapter 3	Concepts and Design	10	05
3.1	Developing the concept		
3.2	Analyzing the concept		
3.3	Designing the event		
3.4	Logistics of the concept		
3.5	Feasibility		
Chapter 4	Legal Compliance	06	05
4.1	Relevant legislations		
Chapter 5	Activities in Event Management	12	10
5.1	Pre event activities		
5.2	During event activities		
5.3	Post event activities		
5.4	Managing event-Planning, staging, organization		
5.5	Financial considerations		
5.6	Marketing and Promotion		

Chapter 6	Planning Venues	08	05
6.1	Finding venue, requirement of space		
6.2	Creating request for proposal		
6.3	Site inspection and confirmation		
6.4	Pre event meeting		
Chapter 7	Marketing of a Event	08	05
7.1	Tools used for marketing: Advertising, Publicity, Sponsor and media.		
Chapter 8	Dealing with the Vendors	04	04
8.1	Types of vendors, choosing vendors		
8.2	Vendor contracts		

REFERENCE BOOKS

Sr. No.	Name of the Book	Author	Publisher
1	Event planning: the ultimate guide to successful meetings, corporate events, fundrai singgal as, conferences, conventions, incentives	Allen,Judy, Mississauga,Ont	John Wiley & Sons Canada, c2009
2	The event manager's bible: how to planand deliver an event	Conway, Des	Oxford, 2006
3	Tony Rogers Conferences and Conventions: a global industry	Tony Roger	Elsevier, 2003
4	Marketing Destinations and Venues for Conferences, Conventions and Business Events	Tony Rogers & Rob, Davidson	Pearson, 1998

SUBJECT CODE:SEE105					
SUBJECT: ENTREPRENEURSHIP DEVELOPMENT					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	--	--	50	50	04

Rationale:

The subject aims to provide information regarding the various aspects pertaining to becoming a successful entrepreneur in the Hotel & Catering Industry.

		Hours	Marks
Chapter 1	Introduction to Entrepreneurship	10	08
1.1	Who is entrepreneurship?		
1.2	Definition of an Entrepreneur, Entrepreneurship and Intrapreneur Concept, Classification, Characteristics and skills of an Entrepreneur		
1.3	Skills of an Entrepreneur		
1.4	Qualities of an Entrepreneur		
1.5	Women Entrepreneurship		
Chapter 2	Introduction to Entrepreneurship	10	08
2.1	Entrepreneurship as a Career		
2.2	Role of an Entrepreneur and Economic development		
2.3	Various Entrepreneurs in India and Abroad		
2.4	Identifying the Opportunity (SWOT Analysis)		
Chapter 3	Market Assessment	10	08
3.1	Sources of Funding for a Business: Internal and External Funds, Personal Funds, Family and friends, Commercial banks and Financial institutions		
3.2	Procedure to get loan from various banks for business		
Chapter 4	Tools and Techniques of Ideation	12	10
4.1	Business plan- steps involved from concept to commissioning		
4.2	Project Report: Meaning and importance, components of a project report		
4.3	Project Appraisal: Meaning and definition, Technical, Economic feasibility and Cost- Benefit analysis		
4.4	Risktaking		
Chapter 5	Modern Trends in Entrepreneurship	10	08

5.1	E- Commerce		
5.2	Concept and Process		
5.3	Global Entrepreneur		
Chapter 6	Legal Acts prevailing in India	12	08
6.1	Various Acts applicable to business enterprises		
6.2	GST- Introduction		

REFERENCE BOOKS

Sr. No.	Name of the Book	Author	Publisher
1	Entrepreneurship Theory & Practice	J.S.Saini B.S.Rathore	Wheeler Publisher
2	Entrepreneurship Development	E.Gorden k.Natrajan	Himalaya Publishing
3	Entrepreneurship Development	J.B.Patel D.G.Allampally	Tata McGraw Hill
4	A Manual On How to Prepare a Project Reports	J.B.Patel S.S.Modi	EDI STUDY MATERIAL, Gujarat,India
5	Entrepreneurship	Rajiv Roy	Oxford Higher Education
6	Principals of Entrepreneurship	Prof.Satish C.Ailawadi Mrs.Romy Banerjee	Everest Publishing House
7	Entrepreneurship	Robert D Michael P.Peters Dean A Shepherd	Tata McGraw Hill Education Private Limited,NewDelhi,Sixth Edition

SUBJECT CODE : SEE 106					
SUBJECT:FACILITY PLANNING (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	--	--	50	50	04

Rationale

To introduce students to the fundamentals of planning and design related to hotel operation areas.

		Hours	Marks
Chapter 1	Introduction to Planning and Designing	08	10
1.1	Principles of planning and designing		
1.2	Trends in catering		
1.3	Time and motion study		
Chapter 2	Building and Exterior Facilities	08	10
2.1	Roof, exterior walls, windows and doors		
2.2	Structural frame & foundation		
2.3	Elevators.		
2.4	Storm water drainage systems, utilities.		
2.5	Landscaping and grounds		
Chapter 3	Parking Areas	08	10
3.1	Parking lots		
3.2	Structural features		
3.3	Lay out considerations		
3.4	Maintenance		
3.5	Parking garages		
3.6	Accessibility requirement for parking areas		
3.7	Valet parking		
Chapter 4	Lodging Planning and design	16	10
4.1	Development Process		
4.2	Feasibility studies		
4.3	Space allocation programme		
4.4	Operational criteria		
4.5	Budget		
4.6	Preliminary schedule		
4.7	Site design		
4.8	Hotel design		
4.9	Guestrooms and suites		

4.10	Lobby		
4.11	Food and beverage outlets		
4.12	Function areas		
4.13	Recreational facilities		
4.14	Back of the house areas		
Chapter 5	Food Service Planning and Design	08	10
5.1	Concept development		
5.2	Feasibility		
5.3	Regulations		
5.4	Planning layout		
5.5	Receiving areas		
5.6	Storage areas		
5.7	Kitchen		
5.8	Office space		
5.9	Sample blue print		

REFERENCE BOOKS

Sr. No.	Name of the Book	Author	Publisher
1	Hospitality Facilities management	David M. Stipanuk	Educational Institute, and Design, Harold Roffmann, AHMA
2	How things work- The Universal Encyclopedia of Machines. Volume 1& 2		Paladin
3	The Management of Maintenance	Frank D. Borselink	John Willey
4	Air Conditioning Engineering	W.P.Jones	English Language Book, Society Edword Arnold
5	Building Construction	Sushil Kumar	Standard Publishers, Distributors, Delhi
6	The Complete Guide to DIY	Mike Lawrence	Orbis Publishing Ltd. UK, Maintenance Home
7	Engineering systems in hospitality industry	Allan .T	Status

Assignments

Assignments based on all the above topics to be done.

SUBJECT CODE:SEE107					
SUBJECT:SKILL ENHANCEMENT FOR MEDIA & JOURNALISM IN HOSPITALITY					
Teaching Scheme/Week	Examination Scheme				
Practical Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
08	--	--	50	50	04

Rationale

The subject in to develop creative writing skills among hospitality students

The students are expected to utilize the allotted hours in the following activities:

- Book reading and discussion (Atleast 2)
- Exploring journals/Literature in the digital /electronic media (Atleast 4)
- Writing a travelogue (Atleast2)
- Writing a review of a book or a restaurant (Atleast 4)
- Creating promotional material such as posters, pamphlets etc.for the various curricular as well as extra curricular events of the institute. (Atleast4)

SEMESTER -V

SUBJECT CODE:DSE 101					
SUBJECT:QUANTITY & INDIAN REGIONAL FOOD PRODUCTION (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	40	60	--	100	04

Rationale

This subject intends to develop knowledge & skills required for catering with emphasis on operational techniques practiced in quantity food production which will help students to produce quality products in a large quantity. It also provides a detailed understanding of meat cookery.

		Hours	Marks
Chapter 1	Quantity Food Equipments	03	06
1.1	Selection criteria		
1.2	Classification, Use, Care & Maintenance of following equipments: Cooking equipments - Range, oven, salamander, grill, griddle, rotisserie, deep fryer, ng pan, steam jacket kettle, tandoor, steam cooker. Processing equipments - Mixer, food cutter, slicer, food processor, food grinder, potato peeler. Holding & storage equipments - Steam table, bain marie, overhead infrared lamp, refrigerator, walk in cooler, deep freezer		
Chapter 2	Introduction to Catering Industry	06	06
2.1	Institutional catering - Hospital, School, College		
2.2	Industrial catering		
2.3	Transport catering - Air, Sea, & Railway		
2.4	Outdoor catering		
Chapter 3	Kitchen Layout	03	06
3.1	Factors to be considered when planning a kitchen		
3.2	General layout of quantity kitchen: Institutional, Industrial, Flight catering, Five star deluxe hotel.		
Chapter 4	Menu Planning	04	06
4.1	Types of menu		
4.2	Principles of menu planning		
4.3	Planning of menus for various catering establishments		

Chapter 5	Food & Nutrition	02	04																																								
5.1	Importance of a balanced diet																																										
5.2	Points to be considered when planning healthful meals.																																										
Chapter 6	Indian Spices and Masalas	04	06																																								
6.1	Role of Indian Spices in Indian cooking																																										
6.2	Role of masalas in Indian cuisine.																																										
6.3	Different masalas used in Indian cooking: Wet & Dry																																										
6.4	Composition of different masalas: Garam masala, Sambar masala, Rasam powder, Chat masala, Goda masala																																										
6.5	Proprietary masala blends.																																										
6.6	Basic Indian gravies: Makhani, Kadhai, White, Brown and Green																																										
Chapter 7	Regional Cooking Styles	22	20																																								
7.1	<p>Cooking from different states listed below with reference to :</p> <ul style="list-style-type: none"> • Geographical location • Historical Background • Seasonal availability of raw material • Special equipments and fuels • Staple diet and popular food items <p> Maharashtra Kashmir Gujarat Uttar Pradesh Karnataka Kerala Bengal Andhra Pradesh Punjab Goa Tamilnadu </p>																																										
Chapter 8	Culinary Terms	04	06																																								
	<table> <tr> <td>Kahwah</td><td>Wazwan</td><td>Ver</td><td>Gustaba</td></tr> <tr> <td>Sandesh</td><td>Toddy</td><td>Loochi</td><td>Galavat</td></tr> <tr> <td>Sorpotel</td><td>Shukto</td><td>Imarti</td><td>Gujiya</td></tr> <tr> <td>Kari</td><td>Shikora</td><td>Ittr</td><td>Pongal</td></tr> <tr> <td>Kalan</td><td>Seekh</td><td>Panch</td><td>Naan</td></tr> <tr> <td></td><td>kebab</td><td>phoran</td><td></td></tr> <tr> <td>Malpua</td><td>Saunth</td><td>Gajjac</td><td>Kabachini</td></tr> <tr> <td>Roganjosh</td><td>Rista</td><td>Wark</td><td>Dosa</td></tr> <tr> <td>Mussallam</td><td>Raan</td><td>Tandoor</td><td>Moin</td></tr> <tr> <td>Dosa</td><td>Salan</td><td>Yakhni</td><td>Biryani</td></tr> </table>	Kahwah	Wazwan	Ver	Gustaba	Sandesh	Toddy	Loochi	Galavat	Sorpotel	Shukto	Imarti	Gujiya	Kari	Shikora	Ittr	Pongal	Kalan	Seekh	Panch	Naan		kebab	phoran		Malpua	Saunth	Gajjac	Kabachini	Roganjosh	Rista	Wark	Dosa	Mussallam	Raan	Tandoor	Moin	Dosa	Salan	Yakhni	Biryani		
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	Falooda Shikampuri kebab	Baffad Gil e hikmat	Bhatura Kalia	Loab Dhungar		
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REFERENCE BOOKS

Sr. No.	Name of the Book	Author	Publisher
1	Professional Cooking	Wayne Gisselen	John Wiley & Sons, N.Y
2	Modern Cookery for Teaching & Trade - Volume I	Thangam E. Philip	Orient Longman Ltd. Mumbai
3	Food Commodities	Bernard Davis	William Heinmen Ltd. London
4	Prasad Cooking with Indian Masters	J. Indersingh & Pradeep Das Gupta	Allied publishers Ltd. New Delhi
5	Introduction to Catering Management	John Fuller	John Wiley & Sons, N.Y
6	Theory of Catering	Kinton Ceserani	ELBS
7	Food & Beverage Management	Bernard Davis, Shally Stone	William Heinmen Ltd. London
8	Theory of Cookery	Krishna Arora	Frank Bros & Co. Ltd. New Delhi
9	Practical Cookery	Kinton Ceserani	ELBS
10	Menu Planning	John Kivela	Hospitality Press
11	Hyderabadi Cuisine	Pratibha Karam	Harper Collins
12	Dastarkhwan-e-Awadh	Sangeeta Bhatnagar & R.K Saxena	Harper Collins
13	Wazwaan	Rocky Mohan	Roli & Janssen
14	Punjabi Cuisine	Premjit Gill	Harper Business
15	A Taste of India	Madhur Jaffrey	Mac Millan Publishing
16	Tandoor	Ranjit Rai	Overlook Press
17	The Bengal Book	Das Gupta	UBSPD
18	Maharastrian Cuisine	Kaumudi Marathe	Zaika

SUBJECT CODE:DSE 101A					
SUBJECT:QUANTITY & INDIAN REGIONAL FOOD PRODUCTION (PRACTICAL)					
Teaching Scheme/Week	Examination Scheme				
Practical Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
08	40	60	--	100	04

Minimum 20 menus to be conducted and should comprise of 06 Indian menus for Industrial and Institutional purpose, 02 snack menus in quantity kitchen and 12 Indian regional menus.

Students are required to maintain a journal to record the various practicals attended and the teacher must record the performance evaluation of the same on a day to day basis.

SUBJECT CODE:DSE 102					
SUBJECT: ALCOHOLIC BEVERAGES II (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	40	60	--	100	04

Rationale

To impart comprehensive knowledge of various spirits, liqueurs and cocktails.

		Hours	Marks
Chapter 1	Spirits	08	06
1.1	Introduction to Spirits		
1.2	Fermentation and Distillation Process		
1.3	Pot Still and Patent still.		
1.4	Various methods of Measuring Alcoholic Strength		
Chapter 2	Whisky	10	08
2.1	Ingredients used in making of Whisky.		
2.2	Manufacturing process of Whisky.		
2.3	Types of Whisky-Scotch and Irish Whisky		
2.4	Americal and Canadian Whisky		
2.5	International and IMFL Brand		
Chapter 3	Brandy	08	08
3.1	Ingredients used in making of Brandy		
3.2	Manufacturing process of Brandy		
3.3	Types of Brandy - Cognac and Armagnac		
3.4	Labeling Terminology		
3.5	Fruit and other Brandies.		
3.6	International and IMFL Brands.		
Chapter 4	Rum	06	06
4.1	Ingredients used in making of Rum		
4.2	Manufacturing process of Rum		
4.3	Typte of Rum-White, dark and golden		
4.4	International and IMFL Brands		
Chapter 5	Gin	06	06
5.1	Ingredients used in making of Gin.		
5.2	Manufacturing process of Gin		
5.3	Types of Gin.		
5.4	International and IMFL Brands		
Chapter 6	Vodka	04	04
6.1	Ingredients used in making of Vodka		

6.2	Manufacturing process of Vodka.		
6.3	Types of Vodka		
6.4	International and IMFL Brands.		
Chapter 7	Tequila	06	04
7.1	Ingredients used in making of Tequila.		
7.2	Manufacturing process of Tequila		
7.3	Types of tequila		
7.4	Brands of Tequila		
Chapter 8	Other Alcoholic Beverages	04	06
8.1	Aquavit		
8.2	Schnapps		
8.3	Pastis		
8.4	Feni		
8.5	Arrack		
Chapter 9	Liqueurs	06	06
9.1	Definition and types of liqueurs		
9.2	Production methods		
9.3	Service of Liqueurs		
Chapter 10	Cocktails	06	06
10.1	Introduction and history of cocktails		
10.2	Methods of making cocktails and rules for making cocktails		
10.3	Equipments glassware, and garnishes used in making of cocktails, Cocktail recipe		

Glossary of Terms

Hors d'age	Marc	Grappa
Pisco	Ouzo	Peats Reek
Grain whisky	Blended whisky	Malt whisky
Single malt	Vatted malt	Rye whisky
Corn whisky	Bourbon	Jack Daniels
London dry gin	Plymouth	Steinhaeger
Old tom gin	Dutch gin	Bagasse
Dunder	White rum	Dark rum
Silver Tequila	Gold Tequila	Agave
Schnapps	Aquavit	Arrack
Tiquira	Absinthe	Pastis
Pernod	Ricard	Apertitifs
Angostura bitters	Cordials	Aromatized wines
Ale	Lager	Stout
Porter	Boquet	Burgundy
Aguardante	Grappa	Quetsch

REFERENCE BOOKS

Sr. No.	Name of the Book	Author	Publisher
1	Food and Beverage Service	Dennis Lillicrap, John Cousins	Power Book
2	Modern Restaurant Service	John Fuller	Hutchinson
3	Food and Beverage Service	Sudhir Andrews	Tata Mc Graw Hill Edition
4	The Beverage Book	Durkan & Cousins, Hodder Arnold	H & S Toughton
5	Professional Guide to Alcoholic Beverages	Robert Lipinski, Bob Lipinski	Van Nostrand Reinhold
6	Oxford Companion to wines	Jancis Robinson	Oxford University Press
7	The Restaurant (From Concept to Operations)	Donald Lundberg	John Willey and Sons
8	The Ultimate Encyclopedia of Wines, Beer, Spirits and liqueues	Stuart Walton	Brain Glover Hermes house

SUBJECT CODE:DSE 102 A					
SUBJECT: ALCOHOLIC BEVERAGES II (PRACTICAL)					
Teaching Scheme/Week	Examination Scheme				
Practical Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
08	40	60	--	100	04

1. Preparing a Beverage list
2. Preparing an Beverage order ticket
3. Service of Whisky
4. Service of Brandy
5. Service of Rum
6. Service of Gin
7. Service of Vodka
8. Service of Tequila
9. Service of other alcoholic beverages
10. Service of Liqueurs
11. Types of Cocktails
12. Methods of making cocktails-Buildup, Stirred
13. Methods of making cocktails-Layered, Floating
14. Menu planning and Service of food and alcoholic beverages
15. Preparing of Beverage List for a Specialty bar
16. Maintenance of statutory books

Field Visit

Students should be taken for visit to Winery and report must be submitted individually.

Work Shop -A cocktail and mocktail workshop to be conducted and the report must be submitted individually.

Minimum of 02 assignments to be submitted by students by the end of these semester based on following topics.

- 1 Types of mocktail with recipes, glassware, method and presentation
- 2 Collecting themed bar menu cards (Minimum 5)
- 3 Price list of Spirits from 5 outlets

SUBJECT CODE:DSE 103					
SUBJECT: ACCOMMODATION OPERATIONS (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	40	60	--	100	04

Rationale

The subjects aims to introduce students to the elements of interior designing of guest rooms and public areas with respect to colour, lighting, window treatment, floor and wall finishes. It helps the student to understand sales techniques and role of sales and marketing department.

		Hours	Marks
Chapter 1	Parstock Calculation and Inventory	04	04
1.1	Linen		
1.2	Uniform		
1.3	Guest Supplies and consumables		
1.4	Cleaning supplies and consumables		
1.5	Stocktaking and inventory		
Chapter 2	Standard contents of a guest room	06	06
2.1	Guest room furniture		
2.2	Standard furniture and room sizes		
2.3	Furniture arrangement in guest rooms		
2.4	Guest room fixtures and fitting		
2.5	Beds, mattresses and bedding		
2.6	Soft furnishings		
2.7	Accessories		
Chapter 3	Interior Designing	06	06
3.1	Importance & Definition		
3.2	Principles of Design		
3.3	Elements of Design- Line/Form/colour /texture		
Chapter 4	Refurbishing & Redecoration	04	04
4.1	Definition		
4.2	Factors		
4.3	Snagging list		
Chapter 5	Interior Decoration	20	20

5.1	Colour : Colour Wheel, Colour schemes (used in hotel areas), Psychological effects of colour		
5.2	Lighting : Type / classification / importance, Lighting for guest rooms & public areas		
5.3	Window and Window Treatment : Different types of Windows, Curtains & Draperies, VAlance, swags, Blinds		
5.4	Floor finishes & wall coverings: Classification /Types Characteristics & use Selection criteria Cleaning procedures- Agents used / polishing/ Burnishing, Floor seals Carpets - Types, selection, care & maintenance Types & functions of wall coverings		
Chapter 6	Hospitality	04	04
6.1	Importance of Hospitality		
6.2	Managing the delivery of Hospitality		
6.3	Developing a service management programme		
Chapter 7	Hotel Technology	06	06
7.1	Technology in guest room-cost & benefits		
7.2	Locking system		
7.3	Energy management and climate control system		
7.4	Network fire alarm system		
7.5	Communication systems		
7.6	Other technology-In room entertainment system, control panels		
Chapter 8	Sales Techniques	04	04
8.1	Various sales tools and sales techniques- Upselling & suggestive selling, offering alternatives		
8.2	Role of Front office staff to maximize occupancy		
8.3	Business related marketing techniques- MICE business,handling of group and corporate sales		
Chapter 9	Managing Guest services	06	06
9.1	Total quality management in hotel		
9.2	The real components of Total Quality Management		
9.3	Measuring guest services		
9.4	Customer relationship management		
9.5	Complaint handling		

Glossary of Terms

Dado	Atrium	Valence
Cornice	Cascade	Swag
Pelmet	Terrazzo	Granolithic
Tessellated tiles	Anaglypta	Lincrusta
Anglepoise	CFL	LED
Parquet	Pile	Wilton
PVC	Chenille Axminster	Axminster
Shoji screen	Supaglypta	Tint
Tufted carpet	Broad loom carpet	Persian carpet
Pile bonded carpet	Bay window	Bow window
Plantation window	Dalhousie	Attic window
Louvers	Venetian blinds	Sky lights
Refurbishing	Renovation	Underlay
Soffit lighting	Diffused lighting	Incandescent lighting
Tertiary colours	Bolsters	Shams
Triad	Accents	Up selling
Upgrading	MICE	USP
Hospitality	Moment of truth	Point of sale
TQM	CRM	AIOD
ATM	EDP	HOBIC
HITIS	LEED	Moment of truth
Opaque	WATS	PIP
Quality assurance	Quality circle	VoIP
ELS	RFID	CAS
OTA	Biometric lock	

REFERENCE BOOKS

Sr. No.	Name of the Book	Author	Publisher
1	Hotel House Keeping Operations & Management	Sudhir Andrews	Tata Mc Graw Hill
2	Hotel Housekeeping & Management	G Raghubalan Smritee Raghubalan	Oxford University Press
3	Hotel, Hostel & Hospital Housekeeping	Branson & Lennox	ELBS
4	Accommodation Management	Rosemary Hurst	Heinemann
5	Hotel Front Office Operations & Management	Sudhir Andrews	Tata Mc Graw Hill

6	Check-in check out	Jerome Vallen	WMC Brown IOWA
7	Principles of Hotel Front Office Operations	Sue Baker, P. Bradley J. Huyton	Continuum
8	Hotel Front Office	Bruce Graham Stanley	Thornes
9	Managing Front Office operations	Michael Kasavanna Richard Brooks Charles Steadmon	AH & LA
10	Front Office Procedures & Management	Peter Abott. & Sue Lewry	Butterworth & Heinemann
11	Front Office operations	Colin Dix, Chris Baird	Pearson
12	Front Office Operations and administration	Dennis foster	Glencoe.
13	Hotel Accounting & Financial Control	Ozi D'Cunha	Dickey Enterprises

SUBJECTCODE:DSE 103 A					
SUBJECT: ACCOMMODATION OPERATION (PRACTICAL)					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
08	40	60	--	100	02

1. Drawing of colour wheel, identification of different types of colours.
2. Identification of different types of colour schemes.
3. Planning and designing colour schemes for - Different types of rooms and suite rooms.
4. Planning and designing colour schemes for the public areas of a hotel.
5. Preparation of a Snagging list.
6. Designing of various floor coverings for guest rooms and public areas.
7. Designing of various wall coverings for guest rooms and public areas.
8. Designing of various curtains and draperies for guest rooms and public areas.
9. Designing a lighting plan for guest rooms and public areas.
10. Role play of situations pertaining to USP in selling rooms, Upgrading of guests.
11. Role play of situations pertaining to up selling, suggestive selling.
12. Role play of situations pertaining to Business techniques for CVGR and Groups.
13. Comparison of hotel Advertisements - Business hotel, Heritage hotel, Resort.
14. Comparative study of MICE destinations, Convention hotels.
15. Role play of situations pertaining to repeat clientele.
16. Role play of situations pertaining to offering alternatives to guests.

Assignments

1. Field visits related to above topics.
2. Assignment on floor finishes (samples to be collected)
3. Assignment on wall coverings (samples to be collected)
4. Assignment on soft furnishings. (samples to be collected)
5. Assignment on different types of windows and window treatments.
6. Assignment on lighting systems in guest rooms and public areas.
7. Collection of brochures and tariff cards of different types of hotels.
8. Designing a brochure for - A Business hotel, Heritage hotel, Resort.
9. Designing a model for guest room, rest room and public areas.

Presentation on above topics with use of audio visual aids.

SUBJECT CODE: SEC 102					
SUBJECT: ACCOUNTING SKILLS FOR HOTELS (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
03	40	60	--	100	03

Rationale

The course aims to help students to acquire the basic knowledge of accounting as practiced in hotels for the day-to-day operations of the organization. It would also prepare them to comprehend and utilize this knowledge in day-to-day accounting operations in hotels.

		Hours	Marks
Chapter 1	Introduction to Accounting	04	04
1.1	Terms and terminologies used in Accounting		
1.2	Definition, Objectives and Importance of Accounting and Hotel Accounting		
Chapter 2	Double Entry System of Book - Keeping	04	04
2.1	Nature, Advantages and Principles		
2.2	Classification of Accounts		
2.3	Golden rules of Debit and Credit		
2.4	Accounting Concepts and Convention		
Chapter 3	Journal and special function books	04	06
3.1	Practical problems on Journalizing – Simple entries		
3.2	Practical problems on special function books		
Chapter 4	Trial Balance	04	06
4.1	Definition, need and types of Trial Balance		
4.2	Practical problems on preparation of Trial balance		
Chapter 5	Final accounts of small hotels and restaurants	10	10
5.1	Need for preparation of Trading account, Profit and Loss account and Balance Sheet		
5.2	Practical problems on Trading account, Profit and Loss account and Balance Sheet with following adjustments only : Closing Stock, Depreciation of fixed assets and Staff meals		
Chapter 6	Allowances, Discount and Visitors Paid Out	04	06
6.1	Meaning and Types		
6.2	Formats of Allowance and VPO Vouchers		
6.3	Difference between Allowance & Discount		
6.4	Difference between Discount & VPO		
Chapter 7	Visitors Tabular Ledger	04	06
7.1	Format and Use of Visitors Tabular Ledger		

7.2	Practical Problems on Visitors Tabular Ledger		
Chapter 8	Guest Weekly Bill	06	08
8.1	Format and Use of Guest Weekly Bill		
8.2	Practical Problems on Guest Weekly Bill		
8.3	Difference between VTL and GWB		
Chapter 9	Uniform System of Accounting	08	10
9.1	Introduction to Uniform System of Accounting (Practical problems on Cost of Food and Beverage sales)		
9.2	Practical problems on preparation of Income Statement as per Uniform System of Account.		

REFERENCE BOOKS

Sr.No	Name of the Book	Author	Publisher
1	Managerial Accounting in the Hospitality Industry-	Peter. J. Harris and Peter A Hazzard	Stanley Thornes Publishers Ltd.
2	Hotel Accounting & Financial Control	Ozi D' Cunha Glesson Fist	Dickey Enterprises, Mumbai
3	Accounting in the Hotel & Catering Industry.	Richard Kotas	International Textbook Co.Ltd
4	Hotel Management	Dr. Jagmohan Negi	Himalaya, Publishing House, Mumbai -

SUBJECT CODE: SEC 103					
SUBJECT: TOURISM OPERATIONS (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
03	40	60	--	100	03

Rationale

To inculcate a sense of importance and establish a link between the tourism industry and the hotel industry and to highlight tourism industry as an alternative career path.

		Hours	Marks
Chapter 1	The Tourism Phenomenon	04	03
1.1	Definition - Tourism, Tour; Tourist; Visitor; Excursionist; Domestic; International; Inbound; Outbound; Destination.		
1.2	Growth of Tourism / Evolution / History of Tourism.		
1.3	Present status of tourism in India		
Chapter 2	Constituents of Tourism Industry	04	05
2.1	Primary Constituents		
2.2	Secondary Constituents		
2.3	The 5 A's of Tourism - Attractions, Accessibility, Accommodation, Amenities, Activities.		
2.4	Career Opportunities for tourism professionals.		
Chapter 3	Infrastructure of Tourism	04	06
3.1	Role of Transport in Tourism		
3.2	Modes of Transport: Road, Rail, Air, Sea.		
3.3	Types of Accommodation- Main Alternate & Supplementary accommodation		
Chapter 4	Types of Tourism	04	06
4.1	Types of Tourism- Holiday, Social, Cultural, MICE, Religious, VFR (Visiting Friends and Relatives) Sports, Political, Health, Senior Citizen, Sustainable Tourism		
4.2	Alternative Tourism : Eco Tourism, Agro Rural Tourism		
Chapter 5	The Impact of Tourism	04	06
5.1	Economic Impact - Employment generation, Foreign Exchange earnings		
5.2	Multiplier Effect, Leakage, Infrastructure		

5.3	Development Social, Cultural and Political Impact – Standard of living, Passport to Peace, International Understanding, Social Integration, Regional growth, National Integration		
5.4	Environmental Impact – Tourism Pollution and Control, Wildlife and Bird Sanctuaries and their protection for tourist industry		
Chapter 6	The Tourism Organisations – Objectives, Role and Functions	06	06
6.1	Government organizations: DOT, ITDC, MTDC, ASI, TFCL.		
6.2	Domestic organisations: TAAI, FHRAI, IATO		
6.3	International organizations : WTO, IATA, PATA		
6.4	Non Government organizations : Role of NGO in making responsible tourists		
Chapter 7	The Travel Agency	06	06
7.1	Meaning & Definition of Travel Agent		
7.2	Types of Travel Agent : Retail and Wholesale Functions of a Travel Agent : Provision of travel information, Ticketing, Itinerary preparation, Planning and Costing, Settling of accounts. Liason with service providers		
7.3	Role of travel agents in promotion of tourism		
Chapter 8	The Tour Operator	06	06
8.1	Meaning & Definition		
8.2	Types of Tour Operator : Inbound, Outbound and Domestic		
8.3	Tour packaging : Definition, Components		
8.4	Types of Package Tour : Independent Tour, Inclusive Tour, Escorted Tour, Business Tour		
8.5	Guides and Escorts : Role and function Essential qualities to be a Guide or Escort.		
Chapter 9	Travel Formalities and Regulations	04	06
9.1	Passport : Definition, Issuing authority, Types of Passport and requirements for passport		
9.2	Visa : Definition, Issuing authority, Types of Visa and requirements for Visa		
9.3	Health Regulations		
9.4	Foreign Exchange		
Chapter 10	Itinerary Planning	04	06
10.1	Definition		
10.2	Steps to plan a Tour		

10.3	Route map		
10.4	Transport booking - reservation		
10.5	Accommodation - reservation		
10.6	Food facilities		
10.7	Local guide / escort		
10.8	Climate / seasonality		
10.9	Shopping & cultural show		
10.10	Costing		
Chapter 11	Technology in the Travel Industry	02	04
11.1	Relationship between Information Technology and Tourism Industry.		
11.2	Current Technology used - G.D.S (Global Distribution System)		
11.3	Use of Internet in tourism		

Assignments

1. Preparation of Itinerary - 2 days, 15 days, 21 days etc for well known tourist destinations in India and abroad.
2. Preparation of passport and visa - Documents and procedural requirements
3. Field visit to a Travel Agency, Airport etc.

REFERENCE BOOKS

Sr.No	Name of the Book	Author	Publisher
1	Introduction to Travel & Tourism	Michael M. Cottman	Van Nostrand Reinhold
2	Travel Agency & Tour Operation	Jagmohan Negi	Kanishka Publishers & Distributors
3	Concepts & Principles International Tourism	A.K. Bhatia	Sterling Publishers Pvt.Ltd.
4	Fundamentals & Practices A Textbook of Indian	B. K. Goswami G.Raveendran	Har Anand Publications Pvt
	Dynamics of Modern Tourism	Ratnadeep Singh	Kanishka Publishers & Distributors
	Tourism Development Principles and Practices	Fletcher & Cooper	ELBS

SUBJECT CODE:AEC 102					
SUBJECT: HOSPITALITY LAW (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
03	40	60	--	100	03

Rationale

The subject aims to provide information regarding the various laws pertaining to the hotel and catering industry.

		Hours	Marks
Chapter 1	The Indian Contract Act 1872	06	06
1.1	Definition and essentials of a contract		
1.2	Valid, Void and Voidable contracts		
1.3	Free consent and consideration		
1.4	Performance and discharge of contracts		
1.5	Breach of contract and remedies for breach of contract		
Chapter 2	The Sales of Goods Act 1932	04	04
2.1	Meaning of contract of sale		
2.2	Difference between sale and agreement to sale		
2.3	Rights and duties of seller and buyer		
2.4	Unpaid seller		
Chapter 3	The Partnership Act 1932	04	04
3.1	Nature of partners		
3.2	Rights and duties of partners		
Chapter 4	The Companies Act 1956	04	06
4.1	Essential features of company		
4.2	Legal aspects of corporate social responsibility		
Chapter 5	The Bombat Shop and Establishment Act	04	06
5.1	General Provisions applicable to the hotel industry		
5.2	Daily and weekly working hours, over time, annual leave with wages		
Chapter 6	The Industrial Dispute Act 1948	04	06
6.1	Definition of Industry		
6.2	Industrial disputes		
6.3	Settlement of industrial disputes		
6.4	Strike, lay-off, lock out, retrenchment and closure		
Chapter 7	The Payment of Wages Act 1936	04	06

7.1	Responsibility of payment of wages		
7.2	Rules for payment of wages		
7.3	Permissible deductions		
Chapter 8	Food Legislation	06	06
8.1	The prevention of Food Adulteration Act 1954		
8.2	Role of Food Inspector and Public Analyst		
8.3	Colouring, packing and labeling		
8.4	Prohibition and regulation of sales		
8.5	Preservatives		
8.6	Anti-oxidants, emulsifying, stabilizing and anti-caking agents		
Chapter 9	The Food Safety and Standards Act 2006	04	06
9.1	Food Safety and Standards Authority of India		
9.2	General Principles of Food Safety		
9.3	General Provisions as to Articles of Food		
9.4	Provisions Relating to Import		
9.5	Special responsibilities related to food safety		
9.6	Offences and penalties		
Chapter 10	The Consumer Protection Act	04	04
10.1	Rights of a consumer		
10.2	Redressal of consumer disputes		
Chapter 11	Licenses and Permits	04	06
11.1	Licenses and permits required for hotel and catering establishments		
11.2	Procedure for applying and renewal of licenses and Permits		
11.3	Provisions for suspension and cancellation of licenses		
11.4	By laws for operating Permit Rooms and Bar		

REFERENCE BOOKS

Sr.No	Name of the Book	Author	Publisher
1	Mercantile Law	B.D Joshi	Narendra Publication
2	Elements of Mercantile Law	B.D Joshi	Narendra Publication
3	Principles of Business Law	Ashwathappa. K	Tata Mac Graw Hill
4	Business Law	M.C. Kuchal	Vikas Publication
5	Various Bare Acts		

LIST OF ABILITY ENHANCING ELECTIVE COURSES

AEE 101	CATERING SCIENCE
AEE 102	DIETITICS & NUTRITION
AEE 103	FOOD & BEVERAGE CONTROLS
AEE 104	PRINCIPLES OF MANAGEMENT
AEE 105	ORGANISATION BEHAVIOR
AEE 106	HOTEL ECONOMICS
AEE 107	FINANCIAL MANAGEMENT

For detailed syllabus kindly refer to page number 81 to 99

SEMESTER VI

SUBJECT CODE:DSE 201					
SUBJECT: ADVANCED FOOD PRODUCTION & KITCHEN MANAGEMENT (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	40	60	--	100	04

Rationale

The subject intends to provide indepth insight into international cuisine and develop an advanced understanding of technical as well as managerial skills for culinary professionals.

		Hours	Marks
Chapter 1	Production Management	02	04
1.1	Introduction to production management		
1.2	Kitchen organization		
1.3	Allocation of work, Job Description, Duty Roster		
1.4	Production Planning & Scheduling		
1.5	Production Quality & Quantity Control		
1.6	Forecasting and Budgeting		
Chapter 2	Nouvelle Cuisine	02	04
2.1	Evolution of Nouvelle cuisine		
2.2	Principles of Nouvelle cuisine		
Chapter 3	Food Presentations & Garnishes	02	04
3.1	Importance of food presentation		
3.2	Skills and techniques in food presentation		
3.3	Importance of garnishes		
3.4	Classical garnishes		
Chapter 4	International Cookery	20	20
4.1	Influence of historical background, geographical location on the staple food and cuisines of the following countries/ regions: France Japan Italy China Germany Tex Mex Spain Mediterranean Great Britan South East Asia		
Chapter 5	Meringues	02	02
5.1	Making of meringues		
5.2	Factors affecting stability of meringues Cooking of meringues Types and uses of meringue		

Chapter 6	Sugar	02	04
6.1	Tools required for sugar work		
6.2	Types of sugar as decorative work : Spun Sugar, Pulled Sugar, Poured sugar and Blown Sugar		
Chapter 7	Chocolate	02	04
7.1	Manufacture		
7.2	Couverture		
7.3	Tempering		
7.4	Molding		
7.5	Chocolate Decorations		
Chapter 8	Icings &Toppings	04	04
8.1	Types of icings – Flat, Butter cream, Royal, Marzipan, Nougatine, Pastillage, Ganache		
Chapter 9	Recipe Balancing	02	04
9.1	Importance		
9.2	Principles of recipe balancing in cake making and bakery		
Chapter 10	Pastries	05	06
10.1	Types: Short Crust, Flaky, Puff, Danish, Choux and Filo		
10.2	Faults and thier causes		
Chapter 11	New Concepts in Culinary	05	04
11.1	Understanding basics of Molecular Gastronomy		
11.2	Organic foods		
11.3	Vegan cuisine		

REFERENCE BOOKS

Sr. No.	Name of the Book	Author	Publisher
1	Professional Cooking	Wayne Gisselen	John Wiley & Sons, N.Y
2	Practical Cookery	Kinton Ceserani	ELBS
3	Basic Cookery	Richard Maetland & Derek Welsby	Heinemann
4	Culinaria Volume I & II	Konneman	CBS Publication
5	Professional Baking	Wayne Gisselen	John Wiley & Sons, N.Y

6	International Cuisine and Food Production Management	Parvinder S Bali	Oxford Publications
7	Understanding Baking	Bernard Davis, Shally Stone	William Heinmen Ltd. London
8	Larousse Gastronomique	Krishna Arora	Frank Bros & Co. Ltd. New Delhi
9	Basic Baking	Kinton Ceserani	ELBS
10	Classical Food Preperation and Presentation	John Kivela	Hospitality Press
11	Theory of Cookery	Krishna Arora	Frank Bros & Co.Ltd, Delhi
12	Theory of Catering	Kinton Ceserani	Book Power
13	Professional Pastry Chef	Rocky Mohan	Roli & Janssen

SUBJECT CODE:DSE 201 (A)				
SUBJECT: ADVANCED FOOD PRODUCTION & KITCHEN MANAGEMENT (PRACTICAL)				
Teaching Scheme/Week	Examination Scheme			
Practical Hours	IA Marks	EA Marks	Total Marks	Credits
08	40	60	100	04

Minimum 24 International menus to be conducted.

The menus should cover the following regions of the world :

1. Tex-Mex 2. France 3. Italy 4. China
5. Spain 6. Germany 7. Great Britain 8. Japan
9. Mediterranean region 10. South East Asia

Students are required to maintain a journal to record the various practicals attended and the teacher must record the performance evaluation of the same on a day to day basis.

SUBJECT CODE:DSE 202					
SUBJECT: FOOD & BEVERAGE OPERATIONS & MANAGEMENT (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	40	60	--	100	04

Rationale

To impart comprehensive knowledge about bar operation and management skills.

		Hours	Marks
Chapter 1	Introduction to Bar & Bar Beverages	12	12
1.1	Alcoholic Beverages		
1.2	Non Alcoholic Beverages		
1.3	Aerated Beverages, Bar Syrups, Squashes and Cordials		
1.4	Premixed Drinks Mineral, Spring water, Flavoured and Packaged waters.		
1.5	Aperitifs, Liqueurs and digestifs		
1.6	Types of Bars		
1.7	Role of Various bar personnel in the bar. Bar equipment's and their uses (Large and Small equipment's)		
Chapter 2	Planning of Bar	08	06
2.1	Layout of a bar		
2.2	Factors to be considered while planning a bar		
2.3	Safety and hygiene consideration		
2.4	Seating arrangements of various bars.		
Chapter 3	Bar Controls & Statutory Requirements	08	06
3.1	Purchasing, Receiving and storing of beverages		
3.2	Inventory/Stock Control methods.		
3.3	Calculation of Beverage cost Daily, Weekly Bar Reports.		
3.4	Sales Summary and Sales Analysis, Sales Mix.		
Chapter 4	Mixology	10	10
4.1	Introduction to the science of Mixology.		
4.2	Cocktail making		
4.3	Glassware and garnishes.		
4.4	Making of Traditional and Innovative cocktails.		
4.5	Flair bartending		
Chapter 5	Function and Event Catering	08	10

5.1	Definition of function catering and types of functions		
5.2	Organizational structure of Banquet department, duties and responsibilities of banquet		
5.3	Function catering administrative procedures		
5.4	Preparation of function prospectus.		
5.5	Menu planning for various types of functions		
5.6	Seating arrangement for various functions, Table plan and space considerations.		
5.7	Off premises / out-door catering		
Chapter 6	Gueridon Service	08	06
6.1	Origin and definition.		
6.2	Types of trolleys.		
6.3	Special equipments used in gueridon service care and maintenance.		
6.4	Service Procedure.		
6.5	Service of classical dishes		
Chapter 7	Buffets	04	04
7.1	Definition		
7.2	Types of Buffets		
7.3	Equipments and set up of buffets.		
Chapter 8	Menu Engineering	03	03
8.1	Concept and application.		
8.2	SWOT analysis of various food and beverage outlets.		
Chapter 9	Customer Relationship	03	03
9.1	Handling Customer Complaints.		
9.2	Customer Satisfaction		

Glossary of Terms

Fortified wines	Cobblers	Collins
Blended drinks	Coolers	Crustas
Cups	Daisies	Egg nogs
Fixes	Flips	Frappes
High ball	Juleps	Pick-me-up
Pousee-cafe	Smashes	Sours
Swizzles	Toddies	Amer-picon
Campari	Bar die	Hawthorne strainer
Boston shaker	Cassis	Cerise
Citronelle	Framboise	Gomme
Grenadine	Orgeat	Squashes
Bar-blade	Speed pourers	Bar optics

Front bar	Back bar	Kirsch
Generic liqueurs	Proprietary liqueurs	Pousee cafe
Jigger	Asian Buffet	Gala Reception
Dispense Bar	Smorgasbord	Easter Buffet
Brunch Buffet	Candelabra	Casserole Stations
Fork Buffet	Suzette Pans	Beverage Urns
Chafing Dish	Portion scale	Props
Floral Accessories	Skirting	Waffle Irons
Rechaud Stores	Trancheur	Carousal
Gueridon	Underbars	Over bar
Portable bar	Cobra Gun	IRD
Centralized Rook Service	RSOT	De-Centralized Room Service
California Menu	Cyclic Menu	EMT
PMT	Evlevenses	
SWOT		

REFERENCE BOOKS

Sr. No.	Name of the Book	Author	Publisher
1	Food and Beverage Service	Dennis Lillicrap, John Cousins	Power Book
2	Modern Restaurant Service	John Fuller	Hutchinson
3	Food and Beverage Service	Sudhir Andrews	Tata Mc Graw Hill Edition
4	The Beverage Book	Durkan & Cousins, Hodder Arnold	H & S Toughton
5	Professional Guide to Alcoholic Beverages	Robert Lipinski, Bob Lipinski	Van Nostrand Reinhold
6	Oxford Companion to wines	Jancis Robinson	Oxford University Press
7	The Restaurant (From Concept to Operations)	Donald Lundberg	John Willey and Sons
8	The Ultimate Encyclopedia of Wines, Beer, Spirits and liqueues	Stuart Walton	Brain Glover Hermes house
9	Food and Beverage Management	Bernard Davis Sally Stone	Butterworth Heineman Ltd

SUBJECT CODE:DSE 202A					
SUBJECT: FOOD & BEVERAGE OPERATIONS & MANAGEMENT (PRACTICAL)					
Teaching Scheme/Week	Examination Scheme				
Practical Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
08	40	60	--	100	04

- 1 Preparation of various types of Beverage lists
- 2 Service of various Spirits & Cocktails
- 3 Planning and layout of various types of bars
- 4 Maintenance of statutory records
- 5 Preparing of Daily/Weekly Bar Reports
- 6 Flair Bartending Principles : Types of Flair Bartending
- 7 Molecular Mixology
- 8 Innovative Cocktails & Mocktails
- 9 Filling up of Banquet Function Prospectus
- 10 Banquet seating arrangements, formal banquet service
- 11 Mise-en-place for service from gueridon trolley and service of dishes
- 12 Setting up of buffets and service procedures
- 13 Planning of Off premises catering functions
- 14 Menu Engineering
- 15 SWOT Analysis of fine dining establishment, QSR
- 16 Planning and service of food festivals and other promotional events

SUBJECT CODE:DSE 203					
SUBJECT: ACCOMMODATION MANAGEMENT (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	40	60	--	100	04

Rationale

The subject aims to establish the importance of management in Accommodation Operations. This course aims to establish the importance of Front Office within the hospitality industry. It also prepares the student to acquire management skills and knowledge in the Department.

		Hours	Marks
Chapter 1	Pioneers of the hotel industry	04	02
1.1	Founders of the hotel industry		
1.2	Developments in hotel industry		
1.3	Indian hotel chains-History & growth		
Chapter 2	Social skills required for Rooms Division staff	06	06
2.1	Introduction and Importance of social skills		
2.2	Behaviorial skills - self presentation, body language		
2.3	Crossculture-Styles of welcoming, need for foreign language, global language		
Chapter 3	Budgeting in Rooms Division	06	08
3.1	Definition, concept & importance		
3.2	Type of budgets - capital & operating		
3.3	Budgeting for front office operations- Forecasting Revenue, Estimating Expenses, Refining Budget Plans		
Chapter 4	Revenue Management	06	06
4.1	Concept		
4.2	Measuring & maximizing Yield		
4.3	Elements of Revenue Management		
4.4	Using Revenue Management- concept of ARR and REV PAR		

4.5	Calculation of Yield Statistics and Yield Management		
Chapter 5	Evaluating Front Office Operations	06	06
5.1	Daily Operations Report		
5.2	Occupancy Ratios		
5.3	Rooms Revenue Analysis		
5.4	Hotel Income Statement		
5.5	Rooms Division Income Statement		
5.6	Rooms Division Budget Reports		
5.7	Operating Ratios		
5.8	Ratio Standards		
Chapter 6	Introduction to Management Information System	06	06
6.1	MIS-Introduction, Definition, Concept, understanding information system, MIS for key decisions		
6.2	Property Management System - Various modules related to Reservations, Registration, Cashiering, Telephones, Guest history		
Chapter 7	Managing Human Resource in Rooms Division Department	06	06
7.1	Determining manpower requirements.		
7.2	Recruitment		
7.3	Training		
7.4	Staff Scheduling		
7.5	Staff Motivation		
7.6	Performance Appraisal		
7.7	Effective use of SOP's in front office departments		
Chapter 8	New property operations	06	06
8.1	Starting up Rooms Division Operations		
8.2	Systems and procedures		
8.3	Staffing consideration		
8.4	Count down		
Chapter 9	Housekeeping in Allied sectors	08	08
9.1	Need & Importance		
9.2	Institutional Housekeeping-Hostels, guest houses & residential homes		
9.3	Housekeeping in Hospitals		
9.4	Housekeeping in Retail sectors		
9.5	Housekeeping in Art Gallery, Museum		
9.6	Housekeeping in Aircrafts, Airports		

9.7	Corporate Housekeeping		
Chapter 10	Customer Relationship Management in Rooms Division	06	06
10.1	Definition & concept		
10.2	Importance of loyalty programme		
10.3	Benefits of loyalty Programme		
10.4	Types of loyalty programme		

Glossary of Terms

Capital budget	Operating budget	Pre opening budget
Flexible bedget	Fixed budget	Master budget
Variable expenses	Semi variable expenses	Yield Management
GOPPAR	Performance Appraisal	Induction
Orientation	Cross training	Multi skilling
Time and motion study	Soft opening	Countdown
Zero base budgeting	Contingency plan	Graveyard shift
Job description	Job specification	Job analysis
Job assignment	Job breakdown	Productivity standard
Job assignment	Work study	Pre opening budget
Zero base budgeting	Job analysis	Facility management
Buddy system	Productivity standard	Countdown
Social Skills	Staffing guide	Graveyard shift
Behavioral skills		

REFERENCE BOOKS

Sr. No.	Name of the Book	Author	Publisher
1	Hotel House Keepung Operations & Management	Sudhir Andrews	Tata Mc Graw Hill
2	Hotel Housekeeping & Management	G Raghubalan, Smritee Raghubalan	Oxford University Press
3	Hotel, Hostel & Hospital Housekeeping	Branson & Lennox	ELBS
4	Accomodation Management	Rosemary Hurst	Heinemann publishing
5	Hotel Front Office Operations & Management	Sudhir Andrews.	ELBS

6	Check-in Check-out	Jerome Vallen	Heinemann publishing
7	Principles of Hotel Front Office Operations	Sue Baker, P. Bradly, J. Huyton	Tata Mc Graw Hill
8	Hotel Front Office	Bruce Graham Stanley	WM.C Brown IOWA
9	Managing Front Office operations	Michael Kasavanna Richard Brooks Charles Steadmon	Continuum Thornes
10	Front Office Procedures & Management	Peter Abott. & Sue Lewry	AH & LA Butterworth & Heinemann
11	Front Office operations	Colin Dix, Chris Baird	Pearson
12	Front Office Operations And administration	Dennis Foster	Glencoe.
13	Hotel Accounting & Financial Control	Ozi D'Cunha	Dickey Enterprises

SUBJECT CODE: DSE 203 A					
SUBJECT: ACCOMMODATION MANAGEMENT (PRACTICAL)					
Teaching Scheme/Week	Examination Scheme				
Practical Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
08	40	60	--	100	04

1. Preparing of various budgets in Rooms Division department.
2. Calculation of stocks and expenses for Rooms Division department.
3. Preparation of Rooms division income statement.
4. Preparation of reports for consumption of guest consumables.
5. Calculations of various statistical data using Formulae: ARR, Room Occupancy Double Occupancy %, Bed Occupancy %, foreign occupancy %, Local Occupancy %
6. Calculation of Yield Statistics and Yield Management.
7. Calculation of staffing requirements and staff scheduling for the Rooms Division department in different types of hotels.
8. Preparation of duty roster for Rooms Division department in different types of hotels.
9. Preparation of orientation and training programme for new recruits in Rooms Division department.
10. Preparation of format for performance appraisal and various rating systems.
11. Preparation of Time and motion study for Rooms Division jobs.
12. Practice with computer & PMS handling related to Rooms Division
13. Practice of mock interviews of Rooms Division job positions.
14. Preparation of a checklist for Rooms Division tasks in the countdown of a new property launch.
15. Planning Start up systems and procedures in the Rooms Division department of a new start up property.
16. Planning for housekeeping operations in Retail and Corporate sectors, Hostels, Guest houses and Hospitals.

Assignment

1. Preparation of job descriptions for housekeeping personnel
2. Preparation of orientation and induction training programme for housekeeping staff
3. Preparation of performance appraisal report
4. Preparation of SWOT analysis for Rooms Division Department
5. Preparation of SOP's for front office department. Preparation of SOP's for Protocols of VVIP, VIP's and CIP's & traditional welcome amenities (Ministers, Dignitaries, Govt. Officials, Foreign delegates and others)
6. Preparation of SOP's for different tasks in Rooms Division.

SUBJECT CODE:SEC 104					
SUBJECT: APPLICATION OF COMPUTERS IN HOTELS (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
02	20	30	---	50	02

Rationale

The subject aims to give a basic knowledge of computers and its operations and enables the student to operate the computer with enough practice to get confidence.

		Hours	Marks
Chapter 1	Computer Fundamentals	03	03
1.1	Features of Computer System		
1.2	Block Diagram		
1.3	Hardware Input & Output Devices, CPU, RAM, ROM		
1.4	Software - System, Applications/W		
1.5	Networks - LAN, MAN, WAN, Topologies		
1.6	Viruses- Types, Precautions		
1.7	Types of Software- System & Application software's		
Chapter 2	Windows	03	03
2.1	Features		
2.2	Terminologies - Desktop, Windows, Wallpaper, Icons, File, Folder, etc. Windows Explorer - (Assignment with files, folders)		
2.3	Accessories - Paint, Notepad, Calculator,		
Chapter 3	MS Word	03	02
3.1	File Commands, Print, Page Setup		
3.2	Editing - Cut, Copy, Paste, Find, Replace, etc.		
3.3	Formatting Commands - Fonts, Bullets, Borders,		
3.4	Columns, Tabs, Indents.		
3.5	Tables, Auto Text, Auto Correct Mail Merge, Hyperlinks		
Chapter 4	MS Excel	03	03
4.1	Features, Auto Fill, Custom Listsetc		

4.2	Cell Reference - Relative & Absolute (s)		
4.3	Formulae, Functions (Math/Stats, Text, Date, IF)		
4.4	Charts-Types, Parts of the Chart		
4.5	Databases (Create, Sort, Auto Filter, Sub Total)		
Chapter 5	MS Powerpoint	04	03
5.1	Slide Layout, Slidetransition		
5.2	Clip Art, Organizational Chart, Graphs, Tables.		
5.3	Custom Animations, Slide Timings.		
Chapter 6	Internet / Email	04	04
6.1	History, Pre-requisites for Internet, Role of Modem		
6.2	Services - Emailing, Chatting, Surfing, Blog		
6.3	Search Engines, Browsers, Dial Up, Domains		
6.4	Broadband, Concepts of Webupload, download		
6.5	Threats - Spyware, Adware, SPAM		
Chapter 7	E-Commerce And ERP Concepts	03	03
7.1	Concepts of B-to-B, B-to-C		
7.2	ERP Concept		
7.3	SAP Concepts		
Chapter 8	Hospitality Software	03	03
8.1	Shawman Hospitality Software- Point of Sale (VPOS - 9)		
8.2	Introduction		
8.3	Restaurant order taking		
8.4	Add on command prompt		
8.5	Cheque making -single, split etc.		
8.6	Bill settlement		
8.7	Availing Discounts		
Chapter 9	Hospitality software	03	03
9.1	Shawman Hospitality Software-Property Management System		
9.2	Introduction		
9.3	Room Reservations		
9.4	Group Booking		
9.5	Payment Settlement		
9.6	Adding Discounts		
9.7	Payroll Management System		
Chapter 10	Hospitality Software	03	03
10.1	Shawman Hospitality Software- Human		

	Resource		
10.2	Management System		
10.3	Sales & Catering Management System		
10.4	Wire data System		
10.5	Customer feedback system		
10.6	Introduction		
10.7	Payroll		
10.8	Customer Feedback		
10.9	Communication withon the property & Outside the property Other Hospitality Software's Fidelio, Opera, Oracle, Micros		

REFERENCE BOOKS

Sr. No.	Name of the Book	Author	Publisher
1	Mastering MS-OFFICE	Lonnie E. Moseley & David M. Boodey	BPB Publication
2	Computer Fundamentals	P.K. Sinha	BPB Publication
3	Computer Fundamentals	Anita Goel	BPB Publication

SUBJECT CODE:SEC 104 - A					
SUBJECT: APPLICATION OF COMPUTERS IN HOTELS (PRACTICAL)					
Teaching Scheme/Week	Examination Scheme				
Practical Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	40	60	---	100	02

Practical 1 COMPUTER FUNDAMENTALS

Inputn Devices, Output devices,

LAN, WAN, MAN

Practical 2 WINDOWS

Change wallpaper, set screen saver, Create folders and files using Notepad.

Cut, copy and paste files to floppy/ pen drives.

Create images using Paint

Check free disk space and speed of processor.

Change date and time.

Practical 3, 4, 5, 6 WORD

Type recipe of any dish, with its image, with ingredients inatable.

Create KOT, Student's Resumes with students photograph. (WORD)

Letter Writing

KOT Making

Company Letter head making

File, Edit, View, Insert, Format, Tools, Table Commands Page Setup, Print File, Edit, View, Insert, Format, Tools, Table Commands Page Setup, Print Options, Setting Page Margins Clip Arts, Inserting Pictures/Charts/Files Correcting Text, Cut, Paste, Undo, Redo, Deleting Blank lines, Inserting A Page, Typing Over Text, Replacing Text, Moving And Copying Text. menu Method, Key Board Method, Tool Bar Method, Drag & Drop Method, Checking Text, The Spell Checker, Auto Correct Check Up, The Grammar Checker, Formatting A Text, Changing Type Style, Character Hiaghlighting, Alignmment of Text, Left, Right Center, Justifying Text-Types & Tab Setting, Setting Tab Using Ruler, Indenting Paragraphs, Increasing And Decreasing Indents, Using Ruler To set Indents, Spacing Paragraph Line Spacing, Spacing Between

Paragraphs. Page Views, Normal Views, Page Layout View, Outline View, Print Preview, "Full Screen View, Master Document View, Magnification, Page Formatting, Setting Margins, Paper Size, Printing in Landscape Or Portrait Orientation, Page Numbering, Adjoining Page Numbering, Deleting Page Numbering, Header & Footer, Creating And Editing Inserting And Deleting Pages in A Document, Saving The Text, Saving The File To Disk, Closing A file, Opening A Non-Work document Printing Text.

Practical 7, 8, 9

EXCEL

List of employees, with salary,
KOT,

Report Card with Pass/Fail Result, Bills with details of Hotel Rooms, Charts, Data base of Employees with filters
Processing With MS Excel, Starting Excel, Starting New Work Book, Entering And Editing Data, Formatting Work Sheet, Sorting The DATA, The Worksheet Selecting Cells And Ranges, Selecting With Mouse, Data Entry, Entering Numbers, Text, DATE & Time Entries, Entering Series, Filing A Text Series With Auto Fill, Filing A Number Series, Editing DATA, Clearance And Replacing Contents of A Cell, Deleting The Contents of A Range of Cell, Re-arranging Work sheet data, Copying Auto Correct, Spell Checking, File dose, Formatting Data, Font Selection, Aligning DATA, Format Style, Formatting Work Book, Arranging, Hiding, Unhiding, Inserting Columns And Rows, Adjusting Width, Copying And Moving, Inserting And Deleting Sheets From Work Book, Mathematical Operator, Exponentiation And Percentage Operators, Logical Or Comparison Operator, Exponentiation And Percentage Operators, Logical Or Comparison Operators, Using Mouse To Create A Formula. Inserting A Chart, Chart Types, Modifying Chart Adding Drawing To the Chart, Printing In Excel, Print Parameters, Default And Changing Default Settings, Sorting, Printing Etc.

Practical 10, 11

POWER POINT

To Present the above information as a presentation as an assignment.
Use different layout, organization chart, design templates, in the presentation.

Opening And Saving Presentations The Easy Way -Using Auto Content Wizard-Working With Blank Presentation -Using The Templates -Using The Slide Master Working with Color Schemes- Working with slides, Making A New Slide Move, Copy or Duplicate Slides Delete A Slide Copy A Slide From One Presentation To Another Go To Specific Slide-Change The Lay Out of A Slide Zoom In or Out of Slide Working With Text In Power Point Cutting, Copying and Pasting-Formatting Text, Change Font & Size, Shadowing, Embossing-Alignment The Text-Left, Center, Right And Justify-Power Of Graphics In Power Point Working With Clipart Picture- Using Microsoft Excel-Chart-Using Organization Charts-Power Point Drawings Ways To Draw- Adding Lines Connecting

Lines Borders And Adding Curves - Creating Word Tables Making Great Looking Presentations (Putting On A Show)- Arranging, Creating Animated Slides - Manually Advancing Slides-Adding And Removing Transitions - Running A Presentation Continuously Printing The Presentation Elements.

Practical 12

INTERNETS

To search and downloading formation from the internet as a topic submit (Hard/Softcopy)
Create email id, send mail to faculty as an assignment.

Practical 13, 14

Shawman - Point of Sale

Shawman Hospitality Software - Point of Sale (VPOS9)
Introduction
Restaurant ordertaking
Add on command prompt
Cheque making - single, split etc.
Availing Discounts
Bill Printing, Re-printing, Bill settlement

Practical 15

Property Management System

Taking Rooms Booking
Adding Discounts
Billing

Practical 16

Payroll System

Calculating Paryroll
Appraisal System

SUBJECT CODE:AEC 103					
SUBJECT: HOSPITALITY MARKETING (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
03	40	60	--	100	03

Rationale

This subject intends to promote and understanding of core concepts of marketing, current marketing environment, challenges in marketing of services and the marketing strategies to be adopted.

		Hours	Marks
Chapter 1	Introduction to Marketting	04	04
1.1	Defining Marketing		
1.2	Core concepts of Marketing		
1.3	Orientations towards Marketing:Production concept, Product concept, Selling concept, Marketing concept, Societal Marketing concept		
1.4	Difference between Selling and Marketing		
1.5	Marketing Mix		
Chapter 2	Introduction to Services Marketing	06	08
2.1	Definition		
2.2	Goods Vs. Service		
2.3	Characteristics of Services		
2.4	Problems in marketing of services and its solution		
2.5	Scope of Service		
Chapter 3	Customer Value and Satisfaction	04	04
3.1	Defining Customer Value and Satisfaction		
3.2	Delivering Customer Value and Satisfaction		
3.3	Attracting and Retaining customers		
3.4	Concept of Customer Profitability		
Chapter 4	Understanding the Marketing Environment	02	04
4.1	Demographic environment		
4.2	Economic environment		
4.3	Technological environment		
4.4	Political environment		
4.5	Social Cultural environment		
4.6	Business environment		

Chapter 5	Analyzing Consumer Markets and Buying Behavior	04	04
5.1	Consumer Behavior Model		
5.2	Factors influencing buyer behavior : Cultural, Social Personal, Psychological		
5.3	Buying decision process		
Chapter 6	Market Segmentation	04	04
6.1	Definition, Concept of market segmentation, target market and market positioning.		
6.2	Reasons for market segmentation.		
6.3	Basis for segmentation : Geographic, Demographic, Behavioral, Psychographic		
Chapter 7	Product Strategies	06	08
7.1	Levels of Product		
7.2	New Product Development		
7.3	Product Life cycle concept		
7.4	Product Differentiation		
7.5	Concept of Branding		
Chapter 8	Pricing Strategies	06	08
8.1	Price and its importance		
8.2	Internal and external factors affecting pricing decisions		
8.3	Pricing strategies adopted by hotel for : Room Tariff, F & B items, Functions & Packages.		
Chapter 9	Physical Distribution Strategies	06	08
9.1	Importance of distribution		
9.2	Channel Level		
9.3	Channels of distribution in the hospitality industry (Travel agents, Tour operators, Internet, Consortia, Hotel Representative, CRS etc.)		
9.4	Franchising		
9.5	Alliances		
9.6	Location of Services		
Chapter 10	Promotion Strategies	06	08
10.1	Definition, Characteristics of Promotional tools used in the hotel industry.		
10.2	Advertising		
10.3	Sales Promotion		
10.4	Publicity & Public Relations		
10.5	Personal Selling		
10.6	Direct Marketing.		

REFERENCE BOOKS

Sr. No.	Name of the Book	Author	Publisher
1	Marketing for Hospitality and Tourism	Philip Kotler	Pearson Education
2	Hotel Marketing	S M Jha	Himalaya Publishing
3	Hospitality Marketing	Neil Warne	Hospitality Press, Melbourne
4	Hospitality Marketing Management	Robert Reid,	CBS Publication

SUBJECT CODE: AEC 104					
SUBJECT: HUMAN RESOURCE MANAGEMENT (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
03	40	60	--	100	03

Rationale

The student will be able to understand the role and importance of Human Resource Management in the modern hospitality environment.

		Hours	Marks
Chapter 1	Introduction to Human Resource Management	04	06
1.1	Human Resource Management defined		
1.2	Human Resource Management and Personnel Management		
1.3	Role, Nature and Characteristics of Human Resource Management		
1.4	Functions of Human Resource Management		
1.5	Challenges for Human Resource Management		
Chapter 2	Human Resource Planning	10	10
2.1	Man power planning - concept need and technique		
2.2	Process of manpower planning		
2.3	Job Analysis, Job Description, Job Specification		
2.4	Recruitment/Sources of recruitment		
2.5	Selection, orientation and induction process		
Chapter 3	Human Resource Development	06	06
3.1	Definition and elements of Human Resource Development		
3.2	Training - need and importance		
3.3	Assessment of training needs		
3.4	Difference between training and development		
Chapter 4	Performance Management and Appraisal	08	08
4.1	Performance Management - Need and importance		
4.2	Performance Appraisal - Purpose methods and errors		
4.3	Career Management Promotion and Transfers		
4.4	Career development and its benefits		
4.5	Need for career counseling		

Chapter 5	Performance and Job Evaluation	08	04
5.1	Performance evaluation and its objectives		
5.2	Job Evaluation-concept and objectives, methods of job evaluation and limitations of Job evaluation		
5.3	Competency matrix - concept, benefits and implementation in the hospitality industry		
Chapter 6	Compensation Administration	10	08
6.1	Objectives of compensation administration		
6.2	Types of compensation - direct and indirect		
6.3	Factors influencing compensation administration, concept of Cost to Company (CTC)		
6.4	Steps in formulation of compensation packages		
6.5	Current trend in compensation - Competency and Skill based pay, Broad banding		
Chapter 7	Incentives and Benefits	08	06
7.1	Objectives of wage incentives		
7.2	Wage incentives planning process		
7.3	Types of incentive schemes in brief - straight piece rate, differential piece rate, Task and Time Bonus, Merit rating		
7.4	Organisation wide incentive plans - Profit sharing, Employee stock options (ESOP)		
7.5	Fringe benefits - objectives and forms		
Chapter 8	Grievances and Discipline	03	06
8.1	Grievance Handling - causes of grievances, GHS		
8.2	Grievance handling system		
8.3	Discipline aims and objectives, Causes of indiscipline		
8.4	Women Grievance committee - importance, role and functions		
Chapter 9	Industrial Relations - Labour and Management Relations	03	06
9.1	Trade union - concept, objectives and functions		
9.2	Collective Bargaining		
9.3	Workers Participation in Management in hospitality industry		
9.4	Labour turn over - causes and measures for reducing labour turnover and retention strategies implemented by the hospitality industry		

REFERENCE BOOKS

Sr. No.	Name of the Book	Author	Publisher
1	Fundamentals of Human Resource Management-content, competences and application	Gary Desslerand Biju Varkkey	Pearson Education
2	Personeel Management	C.B Mamoria	Himalaya Publishing
3	Human Resource management and human relations	Dr. V.P Michael	Himalaya Publishing
4	Human Resource Management Atextbook for the hospitality industry	Sudhir Andrews	Tata Mc Graw hill
5	Human Resource Management in Hospitality	Malay Biswas	Oxford university pres
6	Human Resource Management	Ved Prakash	

SUBJECT CODE: SEE 101					
SUBJECT: FIRST AID					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	--	--	50	50	04

Rationale

To introduce the students to first aid practices and managing emergency incidents until professional help is provided.

		Hours	Marks
Chapter 1	Introduction to First Aid	10	10
1.1	First Aid		
1.2	First aid priorities		
1.3	How to prepare yourself during an emergency		
1.4	Looking after yourself: Personal safety and protection from infections		
Chapter 2	Accidents and Injuries	12	10
2.1	Dealing with a casualty		
2.2	Requesting help		
2.3	Use of medication		
2.4	Assessing a casualty		
2.5	Method of assesment		
2.6	Head to toe examination		
2.7	Monitoring vital sign		
Chapter 3	Managing an incident	14	10
3.1	Removing clothing and headgear		
3.2	First aid materials: Dressing, Bandage, Slings.		
3.3	Action at an emergency		
3.4	Traffice incidents		
3.5	Fires		
3.6	Electrical incidents		
3.7	Water incidents		
Chapter 4	Emergency first aid for	14	10
4.1	Wounds and bleeding		
4.2	Shock		
4.3	Head injury		
4.4.	Spinal injury		
4.5	Broken bones		
4.6	Burns and scalds		
4.7	Poisoning		

4.8	Bites and Stings		
Chapter 5	Life saving procedures	14	10
5.1	Resuscitation		
5.2	Choking		
5.3	Hanging and Strangulation		
5.4	Drowning		
5.5	Inhalation of fumes		
5.6	Asthma		

REFERENCE BOOKS

Sr. No.	Name of the Book	Author	Publisher
1	First aid manual	Written and endorsed by St John Ambulance	St Andrew's First Aid and the British Red Cross, DK
2	First aid Manual	St. John Ambulance (Author)	Dorling Kindersley Publishers Ltd 7 th Revised edition edition (1 May 1997)

SUBJECT CODE:SEE 102					
SUBJECT: HOTEL MAINTENANCE					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	--	--	50	50	04

Rationale

The subject will provide information regarding the basic services and different types of engineering and maintenance systems in hotel industry. This subject will help students to understand various aspects and importance of the Engineering department in a hotel. At the end of the course students will be thorough with various machines and their working, fuels, electricity, safety and security, water distribution systems and energy conservation in hotel.

		Hours	Marks
Chapter 1	Maintenance & Replacement Policy	07	05
1.1	Definition of Maintenance		
1.2	Importance of Maintenance department in the hotel industry		
1.3	Organization chart of Maintenance department in 3/4/5 star hotels		
1.4	Duties and responsibilities of Chief Engineer of a hotel		
1.5	Types on maintenance and their advantages and disadvantages: Breakdown/Corrective, Preventive Predictive.		
1.6	Contract Maintenance: Need of contract maintenance. Types: Lumpsum, Unit Rate, Cost plus, Upper limit contract.		
1.7	Maintenance chart for Swimming Pool: Daily basis and Quarterly basis Kitchen: Daily basis and Quarterly basis		
1.8	Replacement of equipments: Reasons for replacement, economic replacement of equipments.		
Chapter 2	Refrigeration	08	08
2.1	Definitions: Heat, Temperature, Sensible Heat, Latent Heat, Relative Humidity, Zero Law of Thermodynamics, First Law of Thermodynamics.		
2.2	Methods of Heat Transfers: Conduction, Convection and Radiation.		
2.3	Refrigeration: Principles of refrigeration, Unit of		

	refrigeration Refrigerants: Properties and types Block diagram of working of Vapour Compression Refrigeration System		
2.4	Domestic Refrigerator: Block diagram and working,		
2.5	Maintenance, Defrosting: Need and Methods Walk in Freezer/ Cold Storage: Block Diagram and working		
Chapter 3	Air Conditioning	06	06
3.1	Types of AC: Unitary AC, Window AC, Split AC, Block Diagram and working		
3.2	Factors affecting load on AC		
3.3	Factors affecting AC Comfort		
Chapter 4	Fuels	04	04
4.1	Types of Fuels		
4.2	Comparison of various fuels: Solid, Liquid and Gaseous		
4.3	Fuels used in hotel industry		
Chapter 5	Electricity	07	06
5.1	Types of Electricity supply: Single and Three Phase		
5.2	Types of Fuse: Rewirable, Cartridge, MCB		
5.3	Importance and methods of Earthing		
5.4	Calculation of Electricity Bill		
Chapter 6	Water systems	08	07
6.1	Sources of water		
6.2	Adverse effects of hard water		
6.3	Methods of purification and Softening: Ion exchange, Limesoda		
6.4	Water distribution system: Up Feed, Down Feed		
6.5	Traps: Water Closets and Flushing Systems, Types, Diagram and functions		
6.6	Various plumbing fixtures		
Chapter 7	Energy and its Conservation	06	04
7.1	Various energy sources: Conventional and Non Conventional (Examples, Advantages and disadvantages)		
7.2	Need for energy conservation		
7.3	Simple methods of energy conservations in Kitchen and Guest rooms.		
7.4	Use of Solar energy in a hotel.		

Chapter 8	Fire and Its Prevention	06	04
8.1	Fire Triangle		
8.2	Types of Fires: A,B,C, D, E and F		
8.3	Theory of Extinguishment: Starvation, Cooling and Smothering		
8.4	Various types of fire extinguishers		
8.5	Smoke Detectors and Fire Alarm system		
Chapter 9	Safety and Security in Hotel	06	03
9.1	Causes of Accidents		
9.2	Prevention/Control of Accidents		
9.3	Safety Issues in Hotel:Guest key Control, kitchen Safety, Slip and falls		
Chapter 10	Pollution and Control	06	03
10.1	Air Pollution:Causes and Effects		
10.2	Water Pollution: Causes and Effects		
10.3	Noise pollution: Causes and Effects		
10.4	Waste Management		

Note- Field visit to be arranged for students to engineering department of a five star hotel.working of AC plants and other aspects and systems of maintenance department to be shown to students. A report of the same must be submitted by students individually.

Assignments

1. Eco-friendly Refrigerant.
2. Centralized Air Conditioning in detail with block diagram
3. Working of Air filter, Humidifier and De-humidifier in AC
4. Water purification methods
5. Various lighting systems used in a hotel
6. Procedure to be followed in case of Fire alarm in hotel
7. Make a chart for various fire extinguishers with colour code and the type of fire it extinguishes.
8. Waste Disposal Methods– Incineration and Land Fill

REFERENCE BOOKS

Sr. No.	Name of the Book	Author	Publisher
1	Hotel Engineering	Sujit Ghosal	Oxford University Press
2	Hotel Engineering	R.K.Chhatwal	
3	Text book of Hotel Maintenance	Arora	Standard Publishers
4	Hospitality Facilities Management & Design	David m Stipnauk	EIAHMA

SUBJECT CODE: SEE 103					
SUBJECT: RETAIL MANAGEMENT					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	--	--	50	50	04

Rationale

This subject helps the students to develop an understanding of the concepts and application of retail management techniques.

		Hours	Marks
Chapter 1	Retailing	04	04
1.1	Concept, importance, Functions		
1.2	Retailing as a career.		
Chapter 2	Retail formats	08	06
2.1	Store and non store		
2.2	Retailing		
2.3	Franchising		
2.4	Unconventional channels		
2.5	Retail expansion- need for foreign direct investment in Indian retail		
Chapter 3	Indian V/s Global Scenario in Retail	08	06
3.1	Evolution of retail in India		
3.2	Traditional business models in Indian retail		
3.3	Drivers of retail change in India		
3.4	Key sectors in Indian Retail		
3.5	International Retailing-factors contributing to its growth		
Chapter 4	The Retail Consumer	06	06
4.1	Need for understanding consumer buying behavior		
4.2	Customer decision making process		
4.3	Factors influencing the retail shopper		
Chapter 5	Retail Strategy	06	06
5.1	Importance of strategy from a retail perspective		
5.2	The strategic planning process		

Chapter 6	Retail location	06	06
6.1	Factors affecting location decision		
6.2	Site selection		
6.3	Store design		
Chapter 7	Basic of Retail Mechandising	08	06
7.1	Concept, Importance, Functions		
7.2	Functions and methods of buying for different types of organizations,introduction to Private label, Brands- concepts and needs		
Chapter 8	Retail Pricing	06	06
8.1	Factors affecting retail pricing decisions		
8.2	Pricing Strategies		
Chapter 9	Retail Store Operations	06	06
9.1	Concept		
9.2	Functional areas of retail operations		
9.3	Floor Space Management		
9.4	Managing store inventories and display		
Chapter 10	The Legal and Ethical aspects of retail business	06	04
10.1	Acts pertaining to the retail sector		
10.2	Taxation and its impact on retailing		

REFERENCE BOOKS

Sr. No.	Name of the Book	Author	Publisher
1	Retail Management	GibsonG	Vedamani and Jaico Publishing house
2	Retail Management	Chetan Baja	Oxford University Press
3	Retail Management Text & Cases	Sapna Pradhan	Tata Mc Graw Hill
4	Retail Management Text & Cases	UC Mathur	K. International Publishing house

SUBJECT CODE: SEE 104					
SUBJECT: EVENT MANAGEMENT					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	--	--	50	50	04

Rationale

This subject helps the students to develop an understanding of the concepts and theories of application of management techniques in organising of events.

		Hours	Marks
Chapter 1	Event Management	08	08
1.1	Introduction-Event Management		
1.2	Size of Event		
1.3	Types of Events-Cultural, Festivals, Religious, Business etc.		
1.4	Case study of some events		
Chapter 2	Planning an Event	08	08
2.1	Principles and steps in Planning		
2.2	Consultation with clients:Setting objectives, confirmation of date, list of guests, theme finalizations, event agenda		
Chapter 3	Concepts and Design	10	05
3.1	Developing the concept		
3.2	Analyzing the concept		
3.3	Designing the event		
3.4	Logistics of the concept		
3.5	Feasibility		
Chapter 4	Legal Compliance	06	05
4.1	Relevant legislations		
Chapter 5	Activities in Event Management	12	10
5.1	Pre event activities		
5.2	During event activities		
5.3	Post event activities		
5.4	Managing event-Planning, staging, organization		
5.5	Financial considerations		
5.6	Marketing and Promotion		

Chapter 6	Planning Venues	08	05
6.1	Finding venue, requirement of space		
6.2	Creating request for proposal		
6.3	Site inspection and confirmation		
6.4	Pre event meeting		
Chapter 7	Marketing of a Event	08	05
7.1	Tools used for marketing: Advertising, Publicity, Sponsor and media.		
Chapter 8	Dealing with the Vendors	04	04
8.1	Types of vendors, choosing vendors		
8.2	Vendor contracts		

REFERENCE BOOKS

Sr. No.	Name of the Book	Author	Publisher
1	Event planning: the ultimate guide to successful meetings, corporate events, fundrai singgal as, conferences, conventions, incentives	Allen,Judy, Mississauga,Ont	John Wiley & Sons Canada, c2009
2	The event manager's bible: how to planand deliver an event	Conway, Des	Oxford, 2006
3	Tony Rogers Conferences and Conventions: a global industry	Tony Roger	Elsevier, 2003
4	Marketing Destinations and Venues for Conferences, Conventions and Business Events	Tony Rogers & Rob, Davidson	Pearson, 1998

SUBJECT CODE: SEE 105					
SUBJECT: ENTREPRENEURSHIP DEVELOPMENT					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	--	--	50	50	04

Rationale:

The subject aims to provide information regarding the various aspects pertaining to becoming a successful entrepreneur in the Hotel & Catering Industry.

		Hours	Marks
Chapter 1	Introduction to Entrepreneurship	10	08
1.1	Who is entrepreneurship?		
1.2	Definition of an Entrepreneur, Entrepreneurship and Intrapreneur Concept, Classification, Characteristics and skills of an Entrepreneur		
1.3	Skills of an Entrepreneur		
1.4	Qualities of an Entrepreneur		
1.5	Women Entrepreneurship		
Chapter 2	Introduction to Entrepreneurship	10	08
2.1	Entrepreneurship as a Career		
2.2	Role of an Entrepreneur and Economic development		
2.3	Various Entrepreneurs in India and Abroad		
2.4	Identifying the Opportunity (SWOT Analysis)		
Chapter 3	Market Assessment	10	08
3.1	Sources of Funding for a Business: Internal and External Funds, Personal Funds, Family and friends, Commercial banks and Financial institutions		
3.2	Procedure to get loan from various banks for business		
Chapter 4	Tools and Techniques of Ideation	12	10
4.1	Business plan- steps involved from concept to commissioning		
4.2	Project Report: Meaning and importance, components of a project report		
4.3	Project Appraisal: Meaning and definition, Technical, Economic feasibility and Cost- Benefit analysis		
4.4	Risktaking		

Chapter 5	Modern Trends in Entrepreneurship	10	08
5.1	E- Commerce		
5.2	Concept and Process		
5.3	Global Entrepreneur		
Chapter 6	Legal Acts prevailing in India	12	08
6.1	Various Acts applicable to business enterprises		
6.2	GST- Introduction		

REFERENCE BOOKS

Sr. No.	Name of the Book	Author	Publisher
1	Entrepreneurship Theory & Practice	J.S.Saini B.S.Rathore	Wheeler Publisher
2	Entrepreneurship Development	E.Gorden k.Natrajan	Himalaya Publishing
3	Entrepreneurship Development	J.B.Patel D.G.Allampally	Tata McGraw Hill
4	A Manual On How to Prepare a Project Reports	J.B.Patel S.S.Modi	EDI STUDY MATERIAL, Gujarat,India
5	Entrepreneurship	Rajiv Roy	Oxford Higher Education
6	Principals of Entrepreneurship	Prof.Satish C.Ailawadi Mrs.Romy Banerjee	Everest Publishing House
7	Entrepreneurship	Robert D Michael P.Peters Dean A Shepherd	Tata McGraw Hill Education Private Limited,NewDelhi,Sixth Edition

SUBJECT CODE : SEE 106					
SUBJECT:FACILITY PLANNING (THEORY)					
Teaching Scheme/Week	Examination Scheme				
Theory Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
04	--	--	50	50	04

Rationale

To introduce students to the fundamentals of planning and design related to hotel operation areas.

		Hours	Marks
Chapter 1	Introduction to Planning and Designing	08	10
1.1	Principles of planning and designing		
1.2	Trends in catering		
1.3	Time and motion study		
Chapter 2	Building and Exterior Facilities	08	10
2.1	Roof, exterior walls, windows and doors		
2.2	Structural frame & foundation		
2.3	Elevators.		
2.4	Storm water drainage systems, utilities.		
2.5	Landscaping and grounds		
Chapter 3	Parking Areas	08	10
3.1	Parking lots		
3.2	Structural features		
3.3	Lay out considerations		
3.4	Maintenance		
3.5	Parking garages		
3.6	Accessibility requirement for parking areas		
3.7	Valet parking		
Chapter 4	Lodging Planning and design	16	10
4.1	Development Process		
4.2	Feasibility studies		
4.3	Space allocation programme		
4.4	Operational criteria		
4.5	Budget		
4.6	Preliminary schedule		
4.7	Site design		

4.8	Hotel design		
4.9	Guestrooms and suites		
4.10	Lobby		
4.11	Food and beverage outlets		
4.12	Function areas		
4.13	Recreational facilities		
4.14	Back of the house areas		
Chapter 5	Food Service Planning and Design	08	10
5.1	Concept development		
5.2	Feasibility		
5.3	Regulations		
5.4	Planning layout		
5.5	Receiving areas		
5.6	Storage areas		
5.7	Kitchen		
5.8	Office space		
5.9	Sample blue print		

REFERENCE BOOKS

Sr. No.	Name of the Book	Author	Publisher
1	Hospitality Facilities management	David M. Stipanuk	Educational Institute, and Design, Harold Roffmann, AHMA
2	How things work- The Universal Encyclopedia of Machines. Volume 1& 2		Paladin
3	The Management of Maintenance	Frank D. Borselink	John Willey
4	Air Conditioning Engineering	W.P.Jones	English Language Book, Society Edward Arnold
5	Building Construction	Sushil Kumar	Standard Publishers, Distributors, Delhi
6	The Complete Guide to DIY	Mike Lawrence	Orbis Publishing Ltd. UK, Maintenance Home
7	Engineering systems in hospitality industry	Allan .T	Status

Assignments

Assignments based on all the above topics to be done.

SUBJECT CODE:SEE107					
SUBJECT:SKILL ENHANCEMENT FOR MEDIA & JOURNALISM IN HOSPITALITY					
Teaching Scheme/Week	Examination Scheme				
Practical Hours	IA Marks	EA Marks	CA Marks	Total Marks	Credits
08	--	--	50	50	04

Rationale

The subject in to develop creative writing skills among hospitality students

The students are expected to utilize the allotted hours in the following activities:

- Book reading and discussion (Atleast 2)
- Exploring journals/Literature in the digital /electronic media (Atleast 4)
- Writing a travelogue (Atleast2)
- Writing a review of a book or a restaurant (Atleast 4)
- Creating promotional material such as posters, pamphlets etc.for the various curricular as well as extra curricular events of the institute. (Atleast4)
