

I Semester

1.1 FOUNDATION COURSE IN FOOD PRODUCTION

Sl.No.	Topic
01.	INTRODUCTION TO COOKERY <ul style="list-style-type: none">a. Levels of skills and experiencesb. Attitudes and behaviour in the kitchenc. Personal hygiened. Uniforms & protective clothinge. Safety procedure in handling equipment
02.	CULINARY HISTORY <ul style="list-style-type: none">a. Origin of modern cookery
03.	HIERARCHY AREA OF DEPARTMENT AND KITCHEN <ul style="list-style-type: none">a. Classical Brigadeb. Modern staffing in various category hotelsc. Roles of executive chefd. Duties and responsibilities of various chefse. Co-operation with other departments
04.	KITCHEN ORGANIZATION AND LAYOUT <ul style="list-style-type: none">a. General layout of the kitchen in various organizationsb. Layout of receiving areasc. Layout of service and wash up
05.	EQUIPMENT AND FUEL <ul style="list-style-type: none">a. Various fuels used:-Advantages and disadvantages of each.b. Different equipments and tools used in food production
06.	BASIC MENU PLANNING <ul style="list-style-type: none">a. Types of Menub. Menu Planning Principles

07. AIMS & OBJECTS OF COOKING FOOD

- a. Aims and objectives of cooking food
- b. Various textures
- c. Various consistencies
- d. Techniques used in pre-preparation
- e. Techniques used in preparation

08. BASIC PRINCIPLES OF FOOD PRODUCTION

i) VEGETABLE AND FRUIT COOKERY

- a. Introduction – classification of vegetables
- b. Pigments and colour changes
- c. Effects of heat on vegetables
- d. Cuts of vegetables
- e. Classification of fruits
- f. Uses of fruit in cookery
- g. Salads and salad dressings

ii) STOCKS

- a. Definition of stock
- b. Types of stock
- c. Preparation of stock
- d. Recipes
- e. Storage of stocks
- f. Uses of stocks
- g. Care and precautions

iii) SOUPS

- a. Classification with examples
- b. Basic recipes
- c. Consommés
- d. Garnishes and accompaniments

iv) SAUCES

- a. Classification of sauces
- b. Recipes for mother sauces
- c. Derivatives

v) MEAT COOKERY

- a. Introduction to meat cookery

- b. Cuts of beef/veal
- c. Cuts of lamb/muttons
- d. Cuts of pork
- e. Variety meats (offal's)

vi) EGG COOKERY

- a. Introduction to egg cookery
- b. Structure of an egg
- c. Selection of egg
- d. Uses of egg in cookery
- e. Methods of cooking egg

vii) FISH COOKERY

- a. Introduction to fish cookery
- b. Classification of fish with examples
- c. Cuts of fish
- d. Selection of fish and shell fish
- e. Cooking of fish (effects of heat)

viii) RICE, CEREALS & PULSES

- a. Introduction
- b. Classification and identification
- c. Cooking of rice, cereals and pulses
- d. Varieties of rice and other cereals

09. METHODS OF COOKING FOOD

- a. Roasting
- b. Grilling
- c. Frying
- d. Baking
- e. Broiling
- f. Poaching
- g. Boiling
 - Principles of each of the above
 - Care and precautions to be taken
 - Selection of food for each type of cooking

10. BAKERY

i) PASTRY

- a. Short crust

- b. Laminated
- c. Choux
- d. Hot water/Rough puff
 - Recipes and methods of preparation
 - Differences
 - Uses of each pastry
 - Care to be taken while preparing pastry
 - Role of each ingredient
 - Temperature of baking pastry

ii) SIMPLE BREADS

- a. Principles of bread making
- b. Simple yeast breads
- c. Role of each ingredient in bread making
- d. Baking temperature and its importance

iii) PASTRY CREAMS

- a. Basic pastry creams
- b. Uses in confectionery
- c. Preparation and care in production

11. CULINARY TERMS

- a. List of culinary (common and basic) terms
- b. Uses in confectionery
- c. Preparation and care in production

12. COMMODITIES

i) Flour

- a. Structure of wheat
- b. Types of wheat
- c. Types of Flour
- d. Processing of Wheat-Flour
- e. Uses of Flour in Food Production
- f. Cooking of Flour (Starch)

ii) Shortenings (Fats & Oils)

- a. Role of Shortenings
- b. Varieties of Shortenings
- c. Advantages and Disadvantages of using various Shortenings
- d. Fats & Oils – Types, varieties, storage

iii) Raising Agents

- a. Classification of Raising Agents
- b. Role of Raising Agents
- c. Actions and Reactions

iv) Sugar

- a. Importance of Sugar
- b. Types of Sugar
- c. Cooking of Sugar-various
- d. Uses of Sugar

13. BASIC COMMODITIES

i) Milk

- a. Introduction
- b. Processing of Milk
- c. Pasteurization – Homogenization
- d. Types of Milk-Skimmed and Condensed
- e. Nutritive Value

ii) Cream

- a. Introduction
- b. Processing of Cream
- c. Types of Cream

iii) Cheese

- a. Introduction
- b. Processing of Cheese
- c. Types of Cheese
- d. Classification of Cheese
- e. Curing of Cheese
- f. Uses of Cheese

iv) Butter

- a. Introduction
- b. Processing of Butter
- c. Types of Butter

14. BASIC INDIAN COOKERY

i) Condiments & Spices

- a. Introduction to Indian food
- b. Spices used in Indian cookery
- c. Role of spices in Indian cookery
- d. Indian equivalent of spices(names)

ii) Masalas

- a. Blending of spices and concept of masalas
- b. Different masalas used in Indian cookery
 - *Wet masalas

 - *Dry masalas
- c. Composition of different masalas
- d. Varieties of masalas available in regional areas
- e. Special masala blends

iii) Thickening Agents

- a. Role of thickening agents in Indian cuisine
- b. Types of thickening agents

15. FRENCH TERMS

- a. La material de cuisine (The kitchen and its utensils)
- b. Hierarchy of kitchen personnel
- c. Methods of cooking
- d. Egg & Farinaceous
- e. Cuts of vegetables
- f. Cuts of fish
- g. Cuts of Meat
 - Lamb/Mutton
 - Pork
 - Beef
 - Veal
- h. Simple menu terminology & grammar

Note: Should be taught along with the relevant topics

PRACTICALS

1st Term

Topic

Introduction to cookery

Demonstration classes & simple application by students

PART A**BASIC WESTERN CUISINE****i. Vegetables****a. Varieties of Vegetables****b. Classification****c. Cuts of Vegetables:**

Julienne

Jardinière

Mignonette

Dices

Cubes

Macedoine

Paysanne

Shred

Concasse

Mirepoix

d. Blanching of Tomatoes & Capsicum**e. Methods of Cooking Vegetables**

- Boiling(Potatoes, Beans, Cauliflower)
- Frying (Aubergine, Potatoes)
- Steaming (cabbage)
- Baking (potatoes, turnip)
- Braising (onion, leeks, cabbage)

ii) Stocks

Demonstration and preparation of:

- White stock
- Brown stock
- Fish stock

iii) Sauces

Demonstration & preparation of basic mother sauces and 2-3 derivatives of each

- Béchamel(+cheese sauce, mornay, mustard sauce, parsley sauce)
- Espagnole (+lyonnaise Madeira, charcutiere)
- Tomato (+Creole, Italienne, piquante)
- Veloute (+supreme, allemande, mormande)
- Hollandaise (+paliese, béarnaise)
- Mayonnaise (tartare, cocktail)

iv) Soups

Classification of soups

Preparation of basic soups

- Consommé, (royale, Carmen, Clermont, ambassadrice, julienne)
- Cream (tomato, spinach, vegetables)
- Puree (lentil, peas, carrot)
- Cut vegetables (Scotch Broth, Minestrone)
- Veloute (crème de volaille picesse, veloute dame blanche/marie-louise)
- National soup (mulligatawny, French onion)
- Bisque (Prawn, Shrimp)

v) Egg Cookery

Preparation of varieties of egg dishes

Boiled (soft & hard)

- Fried (sunny side up, double fried)
- Poaches
- Scrambled
- Omelette (plain, stuffed)
- En cocotte (eggs benedict)

- Starch (rice, pasta, potato)

vi) Fish Mongery

- Identification & classification of fish e.g. flat fish (Pomfret, Black Pomfret and Sole)
- Round fish (Surmai, Rawas, Mackerel)
- Shellfish (Clams, Mussels, Shrimps, Crabs, Lobsters)
- Cephalopods (Squid, Cuttle, Fish)
- Cuts of Fish e.g., Fillet, Darne, Troncon, Paupiette, Goujons

Preparation of simple fish Dishes such as

- Saumon frille
- Pomfret Meuniere
- Sole Nornay
- Fish Orly
- Fish Colbert fish a l'anglaise

vii) Poultry

- a. Cuts of Poultry
- b. Preparation and jointing of Chicken
- c. Preparation of Simple Dishes such as
 - Poulet roti a l'anglaise
 - Poulet grille diable
 - Poulet sauté chasseur
 - Poulet sauté Maryland

viii) Meat

- a. Identification of various cuts
- b. Carcass demonstration of Lamb and Pork
- c. Preparation of Basic Cuts such as
 - Lamb and Pork Chops
 - Tornado, Fillet, Steak and Escalope
 - Roast leg of Lamb
 - Stew

PART B

BAKERY & PATISSERIE

i. Bread making

- a. **Demonstration + Preparation of Simple and enriched bread,**
- d. **recipes**
- b. **Bread Loaf (White and Brown)**
- c. **Bread rolls (Various shapes)**
- d. **French Bread**
- e. **Brioche**

ii) Simple Cakes

Demonstration + Preparation of Simple and enriched Cakes, recipes

- Sponge, Genoese, Fatless, Swiss roll
- Fruit Cake
- Rich Cakes
- Dundee, Madeira

iii) Pastry

- a. Demonstration and preparation of dishes using varieties of Pastry
- b. Short Crust-Jam tarts, Turnovers
- c. Laminated-Palmiers, Khara Biscuits, Danish Pastry, Cream Horns
- d. Choux Paste-Éclairs, Profiteroles

iv) Simple Cookies

Demonstration and preparation of simple cookies like Nan Khatai, Golden Goodies, Melting moments, Swiss tart, Tri colour biscuits, Chocolate chip Cookies, Chocolate Cream fingers, Bachelor Buttons.

v) Hot/Cold Desserts

- a. Caramel Custard, Bread and Butter Pudding, Queen of Pudding, Souffle-Lemon/Pineapple, Mousse Chocolate Coffee) Bavaroise, Diplomat Pudding, Apricot Pudding.
- b. Steamed Pudding – Albert Pudding, Cabinet Pudding

PART C

BASIC INDIAN CUISINE

i) Rice, cereals & pulses

a. Identification of various varieties of rice, cereals and pulses

b. Simple preparations such as

- Boiled rice(drainage & absorption method)
- Fried rice
- Various simple dal preparation
- Wheat products like chappaties, parathas, phulkas, pooris

ii) Indian masalas

a. Composition of basic Indian masalas

- Green
- White
- Brown
- Tandoori

b. Preparation of these and incorporation in simple dishes such as Vindaloo, korma, tikka, safed mas, navarattan korma.

c. Thickening, coloring and souring agents

2ND TERM

TOPIC

INDIVIDUAL STUDENT PRACTICAL

Practical classes to incorporate simple menus both Indian and Continental comprising of following dishes. Each institute to formulate their own combination.

a. Soups

- Cream-vegetable, spinach, tomato, green peas
- Consommé with garnishes like royale, Carmen, madrilène, Clermont, Celestine
- National soups – Oxtail, Mulligatawny, Minestrone, vichyssoise

b. Fish

fish Orly, a'langlaise, Colbert, meuniere, poached fish,

grilled fish, baked fish, such as Florentine, Mornay, Portuguese

c. Entrée –

lamb stew, hot pot, hamburgers, shepherd's pie,

scotch egg, grilled steaks & lamb/pork chops, casseroles, roast chicken/leg of lamb, beef

d. Potato – all basic preparation such as boiled, baked, roast

French fries, lyonnaise, mashed/creamed, parsley/parisienne

e. Vegetables

- Boiled vegetables: cabbage, cauliflower, beans
- Glazed vegetables: carrot, radish, turnip
- Friedvegetables: aborigines
- Stewed vegetables: courgette provencale, baked beans, ratatouille
- Braised vegetables: onion, leeks, cabbage

f. Salads – basic simple salads & dressings

- Cole slaw salade nicoise
- Russian Salad beetroot salad
- Potato salad fruit salad
- Carrot & celery waldorf salad

g. Cold Sweet – honeycomb mould, butterscotch sponge, coffee mousse, lemon sponge, trifle, blancmange, chocolate mousse, lemon soufflé

h. Hot Sweet – bread & butter pudding, caramel custard, Albert pudding, Christmas pudding

- **Indian sweets** – simple ones chicoti, gajjar halwa, kheer
- **Indian rice** – dishes such as jeera pulao, vegetavle pulao, lemon rice, alogobi ki thehari, khichdi.
- **Indian breads** – chappatis, poeais, parathas, missi roti
- **Indian meat/chicken dishes** – korma, baffat, safed mas, shahjehani, jhalfrazie, hussainey curry, rogini, Tandoori chicken
- **Vegetable preparation:** salads, raitas, foogath, thoran, bhajees, bhujjia, cucumbers, dahi wadas ,preparation of paneer

REFERENCE BOOKS

1. Le Rol A. Polsom

The Professional Chef (4th edition)

2. Paul Hamlyn

Larousse Gastronomique –Cookery Encyclopedia

3. Jane Grigson

The Book of Ingredients

4. Wane Gisslen

Professional Cooking

5.H.L.Cracknel and G.Noble

The New Catering Reportoire(Vol-I)

6.Escoffier

The Complete Guide to the Art of Modern Cookery

7. Philip E. Thangam

Modern Cookery (Vol-I) For teaching & trade

8. Readers Digest Association Ltd.

The Cookery Year

9. Frederic H.Semerschmid and John F. Nicolas

Professional Chef's – Art of Garde Manager (4th Edition)

10. Mary Reynolds

Italian Cooking for Pleasure

11. Digvijay Singh

Cooking delights of maharajas

12. Madhu Jaffery

Cook book (food for family & friends)

13. Leto m.J. & bode w.K.h

The larder chef (food preparation & presentation) (3rd edition)

14. wayne glasslen

Professional baking

15. Lundberg, Donald E. & Kotsehevar

Understanding cookery

16. Crnsknell & Kauffmann

Practical professional cookery

17. W.K.H. Bode

Classical food preparation & presentation

18. Ceserani, Kinton & Foskett

Contemporary Cookery

19. Ceserani & Kinton

Cookery – an Introduction

20. Bernald Davis

Food Commodities

21. Jaffery, Madhur

A Taste of India

22. Time life Service

The Cooking of India

23. Grisslen, Wayne

Professional Baking

24. Fuller, John

Chef Manual of Kitchen Management

25. Smith, Henry

Classical Recipes of the World

26. ICMR, New Delhi

Nutritive Value of Indian Foods

27. JaggI Ceon & Sons

Le Repertoire de la Cuisine

28. William Margaret

Food Fundamendat

29. Prashad

30. Understanding Baking/Bakery

1.2 FOUNDATION COURSE IN FOOD & BEVERAGE SERVICE

S.No.	Topic
01	THE HOTEL & CATERING INDUSTRY A. Introduction to the Hotel Industry and Growth of the hotel Industry of India B. Role of Catering establishment in the travel /tourism industry C. Types of F&B operations D. Classification of Commercial , Residential /Non-residential E. Welfare Catering –Industrial /Institutional/Transport such as air , road, rail / Sea F. Structure of the catering industry-a brief description of each
02	DEPARTMENTAL ORGANISATION & STAFFING A. Organization of F&B department of hotel B. Principal staff of various types of F&B operations C. French terms related to F&B staff D. Duties & responsibilities of F&B staff E. Attributes of a waiter F. Inter-departmental relationships (Within F&B and other department)
03	I - FOOD SERVICE AREAS A. Specialty Restaurants B. Coffee Shop Service C. Cafeteria Service D. Fast Food Service E. Room Service F. Banquet Service G. Bar Service H. Vending Machines

II - ANCILLIARY DEPARTMENTS

- A. Pantry
- B. Food pick-up area
- C. Store
- D. Linen room
- E. Kitchen stewarding

PRACTICAL

04 **F&B SERVICE EQUIPMENT**

- A. Familiarization of
 - Cutlery
 - Crockery
 - Glassware
 - Flatware
 - Hollowware
 - All other equipment used in F&B Service

***French terms related to the above**

- B. Care & maintenance of equipment including cleaning/polishing of EPNS Items by

- Plate Powder method
- Polivit method
- Silver dip method
- Burnishing machine

05 **MEALS & MENU PLANNING**

- A. Origin of Menu
- B. Objectives of Menu Planning
- C. Types of Menu
- D. Courses of French Classical Menu 11 & 17 Menu
 - * Sequence
 - * Examples from each course
 - * Cover of each course
 - * Accompaniments
- E. French Names of dishes
- F. Types of meals
 - * Early Morning Tea
 - * Breakfast (English, American Continental , Indian)
 - * Brunch
 - * Lunch
 - * Afternoon/High tea
 - * Dinner
 - * Supper

06 **METHODS OF SERVICE**

Mise- en-scene& Mise-en- place`

PRACTICAL

- A. Table laying for different meals
- B. Restaurant reservation
- C. Receiving and seating the guest
- D. Taking the order
- E. Procedure of service at table

(Silver service and pre-plated service)

- F. Presentation & Encashing the bill
- G. Room Service (tray and trolley)
- H. French for receiving and greeting the guest and seating the guest
- I. French related to taking order and description of dishes

07 SIMPLE CONTROL SYSTEM

- A. KOT/Bill Control System
- B. Making bill
- C. Cash handling equipment
- D. Record keeping

08 NON-ALCOHOLIC BEVERAGES

Classification (Nourishing , Stimulating and Refreshing beverages)

- A. Tea**
 - Origin & Manufacture
 - Types & Brands

PRACTICAL

Preparation & Service

- B. Coffee**
 - Origin & Manufacture
 - Types & Brands

PRACTICAL

Preparation & Service of different types of coffee

C. Juices and Soft Drinks

PRACTICAL

Service of Juices and Soft Drinks

- Mock tail making
- Brand Names of Juices, Soft Drinks, Mineral Water ,Tonic Water

D. Cocoa & Malted Beverages

- Origin & Manufacture

PRACTICAL

Preparation & Service

09

TOBACCO

- A. History
- B. Processing for cigarettes , pipe tobacco & cigars
- C. Cigars – shapes /sizes/ colours
- D. Storage of cigarettes & cigars

PRACTICAL

Service of Cigars & Cigarettes

1.3 BASIC NUTRITION & PRINCIPLE OF FOOD SCIENCE

S. No.	Topic
01	<p>BASIC ASPECTS:</p> <p>A. Definition of the terms Health, Nutrition and Nutrients.</p> <p>B. Importance of Good – (Physiological, Psychological and Social function of food) in maintaining good health.</p> <p>C. Classification of nutrients</p>
02	<p>ENERGY:</p> <p>A. Definition of Energy and Units of its measurement (Kcal)</p> <p>B. Energy contribution from macronutrients (Carbohydrates, Proteins, and Fat)</p> <p>C. Factors affecting energy requirements</p> <p>D. Concept of BMR, SDA, Thermodynamic action of food</p> <p>E. Dietary sources of energy</p> <p>F. Concept of energy balance and the health hazards associated with underweight, Overweight.</p>
03	<p>MACRO NUTRIENTS:</p> <p>Carbohydrates</p> <ul style="list-style-type: none">• Definition• Classification(mono, di and polysaccharides)• Dietary Sources• Functions• Significance of dietary fiber (prevention/treatment of diseases)

LIPIDS:

- Definition
- Classification L: Saturated and unsaturated fats
- Dietary Sources
- Functions
- Significance of Fatty acids (PUFAs, MUFAs, SFAs, EFA) in maintaining health
- Cholesterol - Dietary sources and the Concept of dietary and blood cholesterol

PROTEINS:

- Definition
- Classification base upon amino acid composition
- Dietary sources
- Functions
- Methods of improving quality of protein in food (special emphasis on Soya proteins and whey proteins)

04

MACRO NUTRIENTS:

A. Vitamins

- Definition and Classification (water and fats soluble vitamins)
- Food Sources, function and significance of:
- Fat soluble vitamins (Vitamin A, D, E, K)
- Water Soluble vitamins (Vitamin C, Thiamine, Riboflavin, Niacin, Cyanocobalamin Folic acid)

B. MINERALS

- Definition AND Classification (major and minor)
- Food sources, functions and significance of: Calcium, iron, sodium, iodine & fluorine

05

WATER:

- Definition
- Dietary Sources (visible, invisible)
- Functions of water
- Role of water in maintaining health (water balance)

06

BALANCED DIET:

- Definition
- Importance of balanced diet
- RDA for various nutrients – age, gender, physiological state

07

MENU PLANNING:

- Planning of nutritionally balanced meals based upon the three food group system
- Factors affecting meal planning
- Critical evaluation of few meals served at the institutes/Hotels based on the principle of meal planning
- Calculation of nutritive value of dishes/meals

08

MASS FOOD PRODUCTION:

- Effect of cooking on nutritive value of food(QPF)

09

NEWER TRENDS IN FOOD SERVICE INDUSTRY IN RELEVANCE TO NUTRITION AND HEALTH:

- Need for introducing nutritionally balanced and health specific meals
- Critical evaluation of fast foods
- New products being launched in the market (nutritional evaluation)

REFERENCES:

1. Human Nutrition by : Guthrie HA and Picciano MF. 1995. Mosby Pub. Co. Toronto
2. Perspectives in Nutrition by: Wardlaw MW and Insel Pm. 1993 Mosby Pub. Co. Toronto
3. Food facts & Principles by: Manay & Shalakshara swamy New Age int. 2001
4. Mudambi & Rajgopal Fundamentals of food and nutrition 4th edition 2001
5. Nutritive value of Indian foods. Indian Council of Medical Research.

PRINCIPLE OF FOOD SCIENCE

S. No.

TOPIC

- 01 Definition and scope of food science and its inter – relationship with food Chemistry, food microbiology and food processing
- 02 **CARBOHYDRATES:**
- A. Introduction
 - B. Effect of cooking (Gelatinisation and Retrogradation)
 - C. Factors affecting texture of carbohydrates (Stiffness of CHO gel & Dextrinization)
 - D. Uses of Carbohydrates in food preparations
- 03 **FAT & OILS:**
- A. Classification (based on the origin and degree of saturation)
 - B. Autoxidation (factors and prevention measures)
 - C. Flavor reversion
 - D. Refining, Hydrogenation & winterization
 - E. Effect of heating on fats & oils with respect to smoke point
 - F. Commercial uses of fats (with emphasis on shortening value of different fats)
- 04 **PROTEINS:**
- A. Basic structure and properties
 - B. Type of proteins based on their origin (plant/animal)
 - C. Effect of heat on proteins (Denaturation, Coagulation)
 - D. Functional properties of proteins (Gelatin, Emulsification, Foam ability, Viscosity)
 - E. Commercial use of proteins in different food preparation (like Egg Gel, Gelatin Gel, Cakes, Confectionary items Meringues, Soufflés, Custards, Soups, Curries etc.)

05

FOOD PROCESSING:

- A. Definition
- B. objectives
- C. Types of treatment
- D. Effect of factor like heat, acid, alkali on food constituents

06

EVOLUTION OF FOOD:

- A. Objectives
- B. Sensory assessment of food quality
- C. methods
- D. introduction to proximate analysis of food constituents
- E. Rheological aspects of food

07

EMULSIONS:

- A. Theory of Emulsification
- B. Types of Emulsions
- C. Emulsifying agents
- D. Role of emulsifying agent in food emulsions

08

COLLOIDS:

- Definition
- Application of Colloids system in food preparation

09

FLAVOUR:

- Definition
- Description of food flavors (tea, coffee, wine, meat, fish, spices)

BROWNING:

- Types(enzymatic and non-enzymatic)
- Role in food preparation
- Prevention of undesirable browning

REFERENCES:

1. Food Science by Potter & Hotchkiss
2. Principles of food science by Borgstrom and Macmillon
3. Food Chemistry by Fennima
4. Sensory Evaluation by Amerine (Academic Press)
5. Handbook of analysis and Quality Control for fruits and vegetables by Rangana S. (Tata Mc Graw Hill)
6. Principles of Fssd Technology by P.J.Fellows

1.4 BASIC ACCOUNTANCY

<u>S.NO.</u>	<u>TOPIC</u>
01	INTRODUCTION TO ACCOUNTING A - Meaning and Definition B - Types and Classification C - Principles of Accounting D - Systems of Accounting E - Generally Accepted Accounting Principles(GAAP)
02	PRIMARY BOOKS(JOURNAL) A.- Meaning and Definition B - Format of Journal C - Rules of debit and credit D - Opening entry, simple and compound entries E - Practicles
03	SECONDARY BOOK(LEDGER) A - Meaning and Uses B - Formats C - Posting D - Practicals

04 SUBSIDIARY BOOKS

A - Need and Use

B.- Classification

- Purchase Book

- Sales Book

- Purchase returns

- Sales returns

- Journal proper

- Practicals

05 CASH BOOK

A - Meaning

B - Advantages

C - Simple, Double and Three Column

D - Petty Cash Book with Imp rest System (simple and tabular forms)

E - Practicals

06 BANK RECONCILIATION STATEMENT

A- Meaning

B- Reasons for difference in Pass Book and Cash Book Balances

C- Preparation of Bank Reconciliation Statement

D- No Practical

07 TRIAL BALANCE

A - Meaning

B - Methods

C - Advantages

D - Limitations

E - Practical

08 FINAL ACCOUNTS

A - Meaning

B - Procedure for preparation of Final Accounts

C - Difference between Trading Accounts, Profit & Loss Accounts and
Balance Sheets

D - Adjustments (Only four)

- Closing Stock
- Pre-paid Expenses
- Outstanding Expenses
- Depreciation

09 CAPITAL AND REVENUE EXPENDITURE

A - Meaning

B - Definition of Capital and Revenue Expenditure

NOTE : USE OF CALCULATORS IS PERMITTED.

1.5 COMMUNICATION SKILL

SL.NO.	TOPIC
01	BUSINESS COMMUNICATION A. Need B. Purpose C. Nature D. Models E. Barriers to Communication F. Overcoming the barriers
02	LISTENING ON THE JOB A. Definition B. Levels and types of listening C. Listening barriers D. Guidelines for effective listening
03	EFFECTIVE SPEAKING A. Restaurant hotel English B. Polite and effective enquiries C. Addressing a group. D. Essential qualities of a good speaker. E. Audience analysis F. Defining the purpose of a speech, organizing the ideas and delivering the speech.

04

NON VERBAL COMMUNICATION

- A. Definition, its importance and its inevitability.
- B. Kinesics: Body movements, facial expressions, posture, eye contact etc.
- C. Proxemics: The communication use of space.
- D. Paralanguage: Vocal behavior and its impact on verbal communication.
- E. Communicative use of artifacts – furniture, plants, colors, architects etc.

05

SPEECH IMPROVEMENT

- A. Pronunciation, stress, accent.
- B. Important of speech in hotels
- C. Common phonetic difficulties
- D. Connective drills exercises
- E. Introduction of frequently used foreign sounds

06

USING THE TELEPHONE

- A. The nature of telephone activity in the hotel industry.
 - B. The need for developing telephone skills
 - C. Developing telephone skills
-

II Semester

2.1 FOUNDATION COURSE IN ACCOMODATION OPERATION

01. THE ROLE OF HOUSEKEEPING IN HOSPITALITY OPERATION

A. Role of housekeeping in Guest satisfaction and Repeat Business.

02 ORGANISATION CHART OF THE HOUSEKEEPING DEPARTMENT

A. Hierarchy in small, medium, large and chain hotels

B. Identifying housekeeping responsibilities

C. Personality traits of housekeeping management personnel

D. Duties and responsibilities of housekeeping staff

E. Layout of the housekeeping department.\

03 CLEANING ORGANISATION

A. Principle of cleaning, hygiene& safety factors in cleaning.

B. Methods of organizing cleaning.

C. Frequency of cleaning daily, periodic, special.

D. Design feature that simplify cleaning.

E. Use & care of equipment.

04 PEST CONTROL

A Areas of infestation.

B. Preventive measures & control measures.

05 CLEANING AGENTS

A. General criteria for selection.

- B. Classification
- C. Polishes
- D. Floor seats
- E. Use, care & storage.
- F. Distribution & control
- G. Use of eco-friendly products in housekeeping

06 COMPOSITION ,CARE & CLEANING OF DIFFERENT SURFACES.

- A. Metals
- B. Glass
- C. Leather, leatherettes, Rexene.
- D. Plastic
- E. Ceramics
- F. Wood
- G. Wall finishes
- H. Floor finishes

07 TYPES OF BEDS& MATTRESSES

08 KEYS

- A. Types of keys
- B. Computerized key cards
- C. Key control

09 ROOM LAYOUT AND GUEST SUPPLIES

- A. Standard rooms ,VIP ROOMS
- B. Guests special requests

10. AREA CLEANING

- A. Guest rooms
- B. Front –of-the house Areas
- C. Back-of –the house Areas
- D. Work routine and associated problems e.g. high traffic areas, façade
Cleaning etc.

11. ROUTINE SYSTEMS AND RECORDS OF HOUSE KEEPING

DEPARTMENT

- A. Reporting staff placement
- B. Room Occupancy Report
- C. Guest Room Inspection.
- D. Entering Checklists, Floor Register, Work Orders , Log Sheet.
- E. Lost and Found Register and Enquiry file
- F. Maid’s report and housekeeper’s Report
- G. Handover Records
- H. Guest’s Special Requests Register
- I. Record of Special Cleaning
- J. Call Register
- K. VIP Lists

12. INTER DEPARTMENTAL RELATIONSHIP

- A. With Front Office
- B. With Maintenance
- C. With Security
- D. With Stores

E. With Accounts

F. With Personnel

G. Use of Computers in House Keeping department

PRACTICAL

01 Room Layout and Standard Supplies

02 Cleaning Equipment

03 Cleaning of different surfaces

-Daily

-Periodic

-Special tasks

04 Maid's Trolley –Setting up a trolley

05 Bed making

06 Daily cleaning of guestrooms & bathrooms

07 Public Area Cleaning

08 Guests Room Inspection

2.2 FOUNDATION COURSE IN FRONT OFFICE OPERATIONS

THEORY

01. INTRODUCTION TO TOURISM, HOSPITALITY & HOTEL INDUSTRY

- A. Tourism and its importance
- B. Hospitality and its origin

- C. Hotels, their evolution and growth
- D. Brief introduction to hotel core areas with special reference to Front Office

02. CLASSIFICATION OF HOTELS

- A. Size
- B. Star & Heritage classification as per Govt. of India
- C. Location & clientele
- D. Ownerships basis
- E. Independent hotels
- F. Management contracted hotel
- G. Chains
- H. Franchise / Affiliated
- I. Supplementary accommodation
- J. Times shares and condominium

03. TYPES OF ROOMS

- A. Single
- B. Double
- C. Twin
- D. Suits

04. ORGANIZATION

- A. Function areas

- B. Front office hierarchy

- C. Duties and responsibilities

D. Personality traits

05 . **TARIFF STRUCTURE**

- A. Basis of charging
- B. Plans, competition, customer's profile, standards of service & amenities
- C. Hubert formula
- D. Different types of tariffs
 - Rack Rate
 - Discounted Rates for corporate ,Airlines ,Groups & Travel Agents

06. **HOTEL ENTRANCE, LOBBY AND FRONT OFFICE**

- A. Layout
- B. Front office equipment (non automated, semi automated and automated)

07. **FRONT OFFICE AND GUEST HANDLING**

Introduction to guest cycle

- Pre arrival
- Arrival
- Stay
- Departure and after departure

08. **RESERVATION**

- Importance of reservation
- Modes
- Channels and sources (F I T s, Travel Agents, Airline, G I T s)
- Types of reservation (Tentative, confirmed, guaranteed etc.)
- Systems (non automatic, semi automatic , fully automatic)
- Cancellation, Amendments and overbooking

09. **ROOM SELLING TECHNIQUES**

- Up selling
- Discounts

10. **ARRIVALS**

- Preparing for guest arrivals at Reservation and Front Office
- Receiving of guests
- Pre-registration
- Registration (non automatic, semi automatic and automatic)
- Relevant records for F I T s, Groups , Air crews & VIPs

11. **BELL DESK**

- Functions
- Procedures and records

12. **DURING THE STAY ACTIVITIES**

- Information services
- Message and mail handling
- Key Handling
- Room selling technique
- Hospitality desk
- Complaints handling
- Guest handling
- Guest history

13. **FRONT OFFICE CO- ORDINATION WITH OTHER**

DEPARTMENTS OF HOTEL

14. **GUEST ACCOUNTING (MANUAL)**

- A. Guest Weekly Bill
- B. Visitors tabular ledger

15. **FRENCH**

- A. Understanding and uses of accents, orthographic signs & punctuation
- B. Knowledge of cardinaux
- C. Days, Dates Time, month and seasons

PRACTICALS

- A. Appraisal of front office equipment and furniture
(Rack, counter bell desk)

B. Filling up of various Performa

C. Welcoming of Guest

D. Telephone handling

E. Role Play

- Reservation
- Arrivals
- Luggage handling
- Message and mail handling
- Paging

Fidelio Training (in computer lab)

SUGGESTIVE LIST OF TASK FOR FIDELIO FRONT OFFICE

OPERATION SYSTEM

Sl.No.	TOPIC
01	Fidelio training – Hot Function keys
02	How to put message in Fidelio
03	How to put a locator in Fidelio
04	How to check in a first time guest
05	How to check in an existing reservation
06	How to check in a day use
07	How to issue a new key
08	How to verify key
09	How to cancel a key
10	How to issue a duplicate key
11	How to extend a key
12	How to print and prepare registration cards for arrival
13	How to programme keys continuously
14	How to programme one key for two rooms
15	How to re-programme a key

2.3 APPLICATION OF COMPUTERS

S.No. **TOPIC**

Objectives:

The basic objective of the course is to introduce the student to the world of computers and computer technology .to introduce the student to the basic concept of Operating System, word Processing, database Presentation & Networking.

01 **COMPUTER FUNDAMENTALS –THEORY**

INFORMATION CONCEPTS AND PROCESSING

- A. Definitions
- B. Need ,Quality ,and Value of Information
- C. Data Processing Concept

ELEMENTS OF A COMPUTER SYSTEM

- A. Definitions
- B. Characteristics of Computers
- C. Classification of Computers
- D. Limitations

HARDWARE FEATURES AND USES

- A. Components of a Computer
- B. Generations of Computers
- C. Primary and Secondary Storage Concept
- D. Data Entry Devices
- E. Data Output Devices

SOFTWARE CONCEPTS

- A. System Software
- B. Application software
- C. Language Classification
- D. Compilers and Interpreters

02. **OPERATING SYSTEM /ENVIRONMENTS – THEORY**

BASICS OF MS- DOS

- A. Internal Commands
- B. External Commands

INTRODUCTION TO WINDOWS

- A. GUI/ Features
- B. what are Windows and windows 95 and above?
- C. Parts of a typical windows and their functions

WINDOWS OPERATIONS – PRACTICAL

- A. Creating Folders
- B. Creating Shortcuts
- C. Copying Files / Folders
- D. Renaming Files/Folders
- E. Deleting Files
- F. Exploring windows
- G. Quick Menus

03 **MS- OFFICE 2003**

MS WORD –PRACTICAL

CREATING A DOCUMENT

- A. Entering text
- B. Saving the document
- C. Editing a document Already Saved to Disk
- D. Getting around the Document

- E. Find and replace Operations
- F. Printing the Document

FORMATTING A DOCUMENT

- A. Justify Paragraphs
- B. Changing Paragraphs Indents
- C. Setting tabs and Margins
- D. Formatting Pages and Documents
- E. Using Bullets and Numbering
- F. Headers ?Footers
- G. Pagination

SPECIAL EFFECTS

- A. Print Special effects e.g. Bold, Underline, Superscripts, Subscripts
- B. Changing Fonts
- C. Changing Case

CUT, COPY AND PASTE OPERATION

- A. Marking Blocks
- B. Copying and Pasting a Block
- C. Cutting and Pasting a block
- D. Deleting a Block
- E. Using Find and Replace in a Block

USING MS-WORD TOOLS

- A. Spelling and Grammar
- B. Mail Merge
- C. Printing Envelopes and Labels

TABLES

- A. Create
- B. Delete
- C. Format

GRAPHICS

- A. Inserting clip arts
- B. Symbols (Borders/Shading)
- C. Word Art

PRINT OPTIONS

- A. Previewing the document
- B. Printing a whole document
- C. Printing a Specific Page
- D. Printing a Selected Page
- E. Printing Several Documents
- F. Printing More than One Copies

04

MS OFFICE – 2003

MS- EXCEL – PRACTICAL

- A. How to use Excel
- B. Starting Excel
- C. Parts of Worksheet
- D. Navigating in a Worksheet
- E. Getting to know mouse pointer shapes

CREATING SPREDSHEET

- A. Starting a new Worksheet
- B. Entering the three different types of data in a worksheet
- C. Creating simple Formulas
- D. Formatting data for decimal points
- E. Editing data in a worksheet
- F. Using Auto fill
- G. Blocking Data
- H. Saving a Worksheet
- I. Exiting Excel

MAKING THE WORKSHEET LOOK PRETTY

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

GOING THROUGH CHANGES

- A. Opening worksheet files for editing
- B. Undoing the mistakes
- C. Moving and copying with cut, copy and paste
- D. Deleting cell entries
- E. Deleting columns and rows from worksheet
- F. Inserting columns and rows in a worksheet
- G. Spell Checking the worksheet

PRINTING THE WORKSHEET

- A. Previewing pages before printing
- B. Printing from standard toolbar
- C. Printing a part of the worksheet
- D. Changing the orientation of the printing
- E. Printing a whole worksheet in a single pages
- F. Adding a header and footer to a report
- G. Inserting page breaks in a report
- H. Printing the formulas in the worksheet

ADDITIONAL FEATURES OF A WORKSHEET

- A. Splitting worksheet window into two four panes
- B. Freezing columns and row on-screen for worksheet title
- C. Attaching comments to cell
- D. Finding and replacing data in the worksheet
- E. Protecting a worksheet
- F. Function commands

MAINTAINING MULTIPLE WORKSHEET

- A. Moving from sheet in a worksheet
- B. Adding more sheet to a workbook
- C. Deleting sheets from a workbook
- D. Naming sheet tabs other than sheet1 , sheet2 and so on
- E. Copying or moving sheets from one worksheet to another

CREATING GRAPHICS/CHART

- A. Using chart wizard
- B. Changing the chart with the chart toolbar
- C. Formatting the chart's axes
- D. Adding a text box to a chart
- E. Changing the orientation of a 3-D chart
- F. Using drawing tools to add graphics to chart and worksheet
- G. Printing a chart with printing the rest of the worksheet data

EXCEL'S DATABASE FACILITIES

- A. Setting up a database
- B. Sorting records in the database

05 **MS OFFICE 2003** **MS – POWER POINT**

- A. Making a simple presentation
- B. Using Auto content Wizards and Templates s
- C. Power points five views
- D. Slides
 - Creating Slides , re-arranging, modifying
 - Inserting pictures , objects
 - Setting up a slide show
- E. Creating an Organizational Chart

06 **NETWORKS – THEORY** A. Network Topology

- Buss
- Star
- Ring

B. Network Applications

C. Types of Networking

- LAN
- MAN
- WAN

D. Network Configuration Hardware

- server
- Nodes

E. Channel

- Fiber optics
- Twisted
- Co- axial

F. Hubs

G. Network Interface Card

- Arc net
- Ethernet

H. Network Software

- Novel
- Windows NT

7. Fundamental & Use of Internet

2.4 HOTEL ENGINEERING

Sl.No.	Topic
01	<p data-bbox="384 331 1241 365">MAINTENANCE: Preventive and breakdown maintenance, comparisons</p> <p data-bbox="325 398 1067 432">A. Roll & importance of maintenance department in the hotel</p> <p data-bbox="376 465 1278 499">Industry with emphasis on its relation with other departments of the hotel.</p> <p data-bbox="325 533 1067 566">B. Organization chart of maintenance department, duties and</p> <p data-bbox="376 600 908 633">Responsibilities of maintenance department</p>
02	<p data-bbox="411 734 868 768">FUELS USED IN CATERING INDUSTRY:</p> <p data-bbox="309 801 1241 835">A. Type of fuel used in catering industry; calorific value; comparative study of</p> <p data-bbox="344 869 520 902">Different fuels</p> <p data-bbox="336 936 959 969">B. Calculation of amount of fuel required and cost.</p> <p data-bbox="336 981 852 1014">C. Energy conservation and energy audit.</p>
03	<p data-bbox="427 1081 480 1115">GAS</p> <p data-bbox="333 1149 868 1182">A. Heat terms and units; method of transfer</p> <p data-bbox="333 1216 1351 1283">B. LPG and its properties; principles of Bunsen and burner, precautions to be taken while handling gas; low and high-pressure burners. corresponding heat output</p> <p data-bbox="333 1283 954 1317">C. Gas bank, location, different types of manifolds</p>
04	<p data-bbox="427 1395 580 1429">ELECTRICITY</p> <p data-bbox="309 1462 1235 1697">A. Fundamentals of Electricity, insulators, conductors, current, potential difference Resistance, power, energy concept; definitions, their units and relationships, AC And DC; single phase and three phase and importance on equipment specifications</p> <p data-bbox="309 1731 1331 1899">B. Electric circuits, open circuits and close circuits, symbols of circuit elements, series and Parallel connections, short circuit, fuses; MCB, ear thing, reason for placing switches on Live wire side.</p> <p data-bbox="309 1933 740 1966">C. Electric wires and types of wiring</p> <p data-bbox="309 2000 1251 2033">D. Calculation of electric energy consumption of equipment, safety precaution</p>

to be Observed while using electric appliances.

E. Types of lighting, deferent lighting devices, incandescent lamps, fluorescent

Lamps, other gas discharged lamps, illumination, and units of illumination.

F. External lighting

G. Safety in handling electrical equipment.

05

WATER SYSTEMS:

A. Water distribution system in a hotel

B. Cold water systems in India

C. Hardness of water, water softening, Base Exchange method

D. Cold water cistern swimming pools

E. Hot water supply system in hotels

F. Flushing system, water taps, traps and closets

G. Water Conservation

06

REFRIGERATION & AIR-CONDITIONING:

A. Basic principle, latent heat, boiling point and its dependence on pressure, vapour
Compressor system of refrigeration and refrigerants.

B. Vapor absorption system, care and maintenance of refrigerators, defrosting, and
types of Refrigerant units, their care and maintenance.

C. Conditions for comfort, relative humidity, humidification, de-humidifying due point,
Control, unit of air conditioning

D. Window type air conditioner central air conditioning preventive maintenance.

E. Vertical transportation, elevators, escalators

07

FIRE PREVENTION AND FIRE FIGHTING SYSTEM:

- A. Classes of fire, methods of extinguishing fires
- B. Fire extinguishes, portable and stationery
- C. Fire detectors and alarm
- D. Automatic fire detectors cum extinguishing devices
- E. Structural protection
- F. Legal requirements

08 **WASTE DISPOSAL AND POLLUTION CONTROL:**

- A. Solid and liquid waste, silage and sewage, disposal of solid waste
- B. Sewage treatment
- C. Pollution related to hotel industry
- D. Water pollution sewage pollution
- E. Air pollution, noise pollution, thermal pollution
- F. Legal Requirements

09 **SAFETY:**

- A. Accident prevention
- B. Slips and falls
- C. Other safety topics

10 **SECURITY:** Guest , Hotel, Employee & Supplier security

11 **EQUIPMENT REPLACEMENT POLICY:**

- A. Circumstances under which equipment are replaced
- B. Replacement policy of items which gradually deteriorates
- C. Replacement when the average annual cost is minimum
- C. Replacement when the present cost is minimum

E. Economic replacement cycle for suddenly failing equipment

12

AUDIO VISUAL EQUIPMENTS:

A. Various audio visual equipment used in hotel.

B. Care and cleaning of overhead projector, slide projector, LCD and power point Presentation units.

C. Maintenance of computers

D. Care and cleaning of PC, CPU, Modem, UPS, Printer, Laptops

E. Sensors – Various sensors used in different locations of a hotel – type, uses

13

CONTRACT MAINTENANCE:

A. Necessity of contract maintenance, advantages and disadvantages of contract Maintenance Cost effectiveness.

B. Essential requirements of a contract, types of contract, their comparative Advantages and disadvantages

C. Procedure for inviting and processing tenders, negotiating and finalizing

III SEMESTER

3.1 FOOD PRODUCTION OPERATION

L T P

3 - 8

Sl. No.	Topic
01	<p>QUANTITY AND FOOD PRODUCTION</p> <p>EQUIPMENT</p> <ul style="list-style-type: none">A. Equipment required for mass/volume feedingB. Heat and cold generating equipmentC. Care and maintenance of this equipmentsD. Modern developments in equipments manufacture <p>MENU PLANNING</p> <ul style="list-style-type: none">A. Basic principles of menu planning – recapitulationB. Points to consider in menu planning for various volume feeding outlets such as Industrial, Institutional, Mobile Catering UnitsC. Planning menus for<ul style="list-style-type: none">• School/college students• Industrial workers• Hospitals• Outdoor parties• Theme dinners• Transport facilities, cruise lines, airlines, railwayD. Nutritional factor for the above <p>INDENTING</p> <ul style="list-style-type: none">• Principles of Indenting for volume feeding• Portion size of various items for different types of volume feeding• Modifying recipes for indenting for large scale catering• Practical difficulties while indenting for volume feeding <p>PLANNING Principles of planning for quantity food production with regard to</p>

- Space allocation
- Equipments selection
- Staffing

02

VOLUME FEEDING

- A. Institutional and Industrial Catering
 - Types of Institutional & Industrial Catering
 - Problems associated with this type of catering
 - Scope for development and growth
- B. Hospital Catering
 - Highlights of Hospital Catering for patients, staff, visitors
 - Diet menus and nutritional requirements
- C. Off Premises Catering
 - Reasons for growth and development
 - Menu planning and Theme Parties
 - Concept of a Central Production Unit
 - Problems associated with off-premises catering
- D. Transport Catering
 - Characteristics of Rail, Airline(Flight Kitchens and Sea Catering)
 - Branches of Mobile Catering
- E. Quantity Purchase & Storage
 - Introduction of purchasing
 - Purchase system

	<ul style="list-style-type: none"> • Purchasing specifications • Storage
03	<p>REGIONAL INDIAN CUISINE</p> <p>A. Introduction to Regional Indian Cuisine</p> <p>B. Heritage of Indian Cuisine</p> <p>C. Factor that effect eating habits in different part of country</p> <p>D. Cuisine and its highlights of different states/regions/communities to be discussed under :-</p> <ul style="list-style-type: none"> • Geographic location • Historical background • Seasonal availability • Special equipments • Staple diets • Specialty cuisine for festivals and special occasions <p>STATES Andhra Pradesh, Bengal, Goa, Karnataka, Kashmir, Kerala, Madhya Pradesh, Maharashtra, North Eastern States, Punjab, Rajasthan, Tamil Nadu and Uttar Pradesh/Uttaranchal</p> <p>COMMUNITIES Parsee, Chettinad, Hyderabadi, Lucknowi, Avadhi, Malbari/Syrian Christian and Bohri</p> <p>DISCUSSIONS Indian breads , Indian Sweets , Indian Snacks</p>

REFERENCE BOOKS

1. Quantity Food Production
2. Taste of India
3. Flavours of India
4. Heritage of India
5. Prashad
6. Cooking Delights of the Maharajas

FOOD PRODUCTION OPERATION

PRACTICAL

To formulate 03 sets of menus from the following regions incorporating 09 dishes per menu as per planning at institute level.

- Awadh
- Bengal
- Goa
- Gujarat
- Hyderabad
- Kashmiri
- Maharashtra
- Punjabi
- Rajasthan
- South India (Tamil Nadu, Karnataka, Kerala)

3.2 FOOD & BEVERAGE SERVICE OPERATION

L T P

2 - 4

Sl. No.	Topic
01	ALCHOLIC BEVERAGE A. Introduction and definition B. Classification
02	WINES A . Definiton B. Classificaion with example

	<ul style="list-style-type: none"> - Tables/Still/Natural - Sparkling - Fortified - Aromatized <p>C. Production of each classification</p> <p>D. Principles wine regions and wines of – France, Germany, Italy, Spain, Portugal USA, Australia</p> <p>E New World Wines (Brand Name)- India, Chile, South Africa, Algeria, New Zealand</p> <p>F. Food and wine Hannony</p> <p>G. Storage of wine</p> <p>H. Wine Terminology (English & French)</p>
03	<p>BEER</p> <ul style="list-style-type: none"> A. Introduction and Definition B. Types of Beer C. Production of beer D. Storage
04	<p>SPRITS</p> <ul style="list-style-type: none"> A. Introduction and Definition B. Production of Sprit-Pot-Still Method, Patent Still Method C. Production of Whisky, Rum, Gin, Brandy, Vodka, Tequila D. Different Proof Sprits-American Proof, Gay lussac, British Proof
05	<p>APERITIFS</p> <ul style="list-style-type: none"> A. Introduction & Definition- different Types of Aperitifs
06	<p>LIQUEURS</p> <ul style="list-style-type: none"> A. Definition & history B. Production of liqueurs C. Names of liqueurs & country of origin and predominant flavour D. Service
07	<p>REGIONAL CUISINE-PRACTICALS</p> <ul style="list-style-type: none"> A. Menu writing of regional dishes B. Table laying of regional dishes
08	<p>Cocktails and Mixed Drinks</p> <ul style="list-style-type: none"> A. Definition, History B. Golden rules for making cocktails C. Types of cocktails D. Preparation of cocktails

FOOD & BEVERAGE SERVICE OPERATION

PRACTICALS

1. Service of wines – Red wine, White/rose Wine, Sparkling wines, Fortified wine, Aromatized wines.
2. Service of Bottled canned beer, Draught beer.
3. Service of Spirits(Whisky, Vodka, Rum, Gin, Brandy, Tequila).
4. Service of Different types of aperitifs.
5. Service of Liqueurs.
6. Service of regional dishes.
7. Service of Cocktails.

3. 3 FRONT OFFICE OPERATION

L T P

2 - 4

Sl. No.	Topic
01	COMPUTER APPLICATION IN FRONT OFFICE OPERATION A. Fidelio/DS/Shawman.
02	FRONT OFFICE(AACCOUNTING) A .Accounting fundamentals. B. Guest and non-guest accounts. C. Accounting system (Non automated, semi automated and fully automated)
03	CHECK OUT PROCEDURES Guest accounts settlement <ul style="list-style-type: none">• Cash and credit• Indian currency and foreign currency.• Transfer of guest accounts.• Express checkout.
04	CONTROL OF CASH AND CREDIT
05	NIGHT AUDITING <ul style="list-style-type: none">* Functions * Audit procedures (Non automated, semi automated and fully automated)
06	FRONT OFFICE AND GUEST SAFETY AND SECURITY <ul style="list-style-type: none">* Importance of security systems * Safe deposit * Key control * Emergency situations (accident, illness, theft, fire, bomb)
07	FRENCH A. Expressions de politesse et les commander et Expression d'encouragement. B. Basic conversation related to front office activities such as <ul style="list-style-type: none">• Reservation (personal and telephonic)• Reception (Doorman, bellboys, receptionist etc.)

	<ul style="list-style-type: none">• Cleaning of room and change of room etc.
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FRONT OFFICE OPERATION

PRACTICAL

	<p>Hands on practices of computer application (Hotel Management System) related to Front office procedures such as Reservation, Registration, Guest History, Telephones, Housekeeping, Daily transactions)</p> <p>Front Office Accounting Procedures</p> <ul style="list-style-type: none">• Manual accounting• Machine accounting• Payable, Accounts Receivable, Guest History, Yield Management, Role pay. <p>Situation handling</p>
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SUGGESTIVE LIST OF TASKS FOR FRONT OFFICE OPERATION SYSTEM

S. No.	Topic
1	How to make a reservation
2	How to create and update guest profiles.
3	How to create a guest folio.
4	How to print guest folio
5	How to make sharer reservation.
6	How to feed remarks in guest history
7	How to add a sharer.
8	How to make add on reservation.
9	How to amend a reservation.
10	How to cancel a reservation.

11	How to make a group reservation.
12	How to make a room change on the system.
13	How to logon cashier code.
14	How to close a bank at the end of each shift.
15	How to put a routine instruction.
16	How to process charges in.
17	How to process a guest checkout
18	How to check out a folio.
19	How to process deposit for arriving guest.
20	How to process deposit for in house guest.
21	How to check room rate variance report.
22	How to process part settlement.
23	How to tally allowance for day the at night.
24	How to tally paid outs for the day at night.
25	How to tally forex for the day at night.

3.4 ACCOMODATION OPERATION

L T P

2 - 4

S.No.	Topic
01	LINEN ROOM A. Activities of the Linen room

	<ul style="list-style-type: none"> B. Layout and equipments in the Linen room C. Selection criteria for various Linen items & fabrics suitable for this purpose D. Purchase of Linen E. Calculation of Linen requirements F. Linen control-procedures and records G. Stocktaking-procedures and records H. Recycling of discarded linen I. Linen Hire
02	<p>UNIFORMS</p> <ul style="list-style-type: none"> A. Advantages of providing uniforms to staff B. Issuing and exchange of uniforms; type of uniforms C. Selection and designing of uniforms D. Layout of the uniform room
03	<p>SEWING ROOM</p> <ul style="list-style-type: none"> A. Activities and areas to be provided B. Equipment provided
04	<p>LAUNDRY</p> <ul style="list-style-type: none"> A. Commercial and On-site Laundry B. Flow process of Industrial Laundering-OPL C. Stage in the Wash Cycle D. Laundry Equipment and Machines E. Layout of the Laundry F. Laundry Agents G. Dry Cleaning H. Guest Laundry/Valet service I. Stain removal
05	<p>FLOWER ARRANGEMENT</p> <ul style="list-style-type: none"> A. Flower arrangement in Hotels B. Equipment and material required for flower arrangement C. Conditioning of plant material D. Styles of flower arrangements E. Principles of design as applied to flower arrangement
06	<p>INDOOR PLANTS</p> <ul style="list-style-type: none"> A. Selection and care

ACCOMMODATION OPERATION
PRACTICAL

01	Layout of Linen and Uniform Room/Laundry
02	Laundry Machinery and Equipment
03	Stain Removal
04	Flower Arrangement
05	Selection and designing of Uniforms

3.5 HOTEL ACCOUNTANCY

L T P

4 - -

1. UNIFORM SYSTEM OF ACCOUNTS :
 - A. Introduction to uniform system accounts
 - B. Contents of the income statement
 - C. Practical problems
 - D. Contents of the balance sheets (under uniform system)
 - E. Practical problem
 - F. Departmental income statement and expense statement
(Schedule 1 to 16)
 - G. Practicals problems
2. INTERNAL CONTROLS
 - A. Definition and objective of internal control
 - B. Characteristic of internal control
 - C. Implementation and review of internal control
3. INTERNAL AUDIT AND STATURY AUDIT :
 - A. An introduction ot internal and statuary audit.
 - B. Definition between internal audit and statuary audit.
 - C. Implementation and review of internal audit.
4. DEPARTMENTAL ACCOUNTING :
 - A. An introduction of department accounting
 - B. Allocation and apportionment
 - C. Advantages of allocation
 - D. Drawback of allocation.
 - E. Basis of allocation
 - F. Practical problems
5. TALLY
 - A. Creating a company.
 - B. Creating a ledger
 - C. Types of account
 - D. Credit and debit
 - E. Types of receipts
 - F. Profit and loss statement
 - G. Creating balance sheet
 - H. Backing up data from tally

3.6 FOOD SAFETY & QUALITY

1. Basic introduction to food safety, Food hazards and risks, Contaminants and Food Hygiene.
2. **MICRO-ORGANISMS IN FOOD :**
 - A. General characteristics of Micro-Organisms based on their occurrence and structure.
 - B. Factors affecting their growth in food (intrinsic and extrinsic).
 - C. Common food borne micro-organisms –
 - a. Bacteria(Spores/Capsule)
 - b. Fungi
 - c. Viruses
 - d. Parasites
3. **FOOD SPOILAGE AND FOOD PRESERVATION :**
 - A. Types and causes of spoilage.
 - B. Source of Contamination.
 - C. Spoilage of different products (milk and milk products, cereals and cereal products, meat, eggs, fruits and vegetables, canned products).
 - D. Basic principles of food preservations.
 - E. Methods of preservation (High temperature, Low temperature, Drying, Preservatives and irradiation).
4. **BENEFICIAL ROLE OF MICRO-ORGANISMS :**
 - A. Fermentation and role of lactic acid bacteria.
 - B. Fermentation in foods (Dairy foods, Vegetables, Indian foods Bakery products and alcoholic beverages).

C. Miscellaneous (Vinegar and antibiotic).

5. **FOOD BORNE DISEASES :**

A. Types (infections and intoxications).

B. Common diseases caused by food borne pathogens.

C. Preventive measures.

6. **FOOD ADDITIVES :**

A. Introduction

B. Types (Preservative, Anti oxidants, Sweeteners, Foods colors and flavors, Stabilizers and emulsifiers).

7. **FOOD CONTAMINANTS AND ADULTERANTS :**

A. Introduction to food standards.

B. types of food contaminants (Pesticide residues, Bacterial toxins or mycotoxins, Sea food toxins, Metallic contaminants, residues from packaging material).

C. Common adulterants in foods.

D. Method of their detections (Basic Principles)

8. **FOOD LAWS AND REGULATIONS :**

A. National – PFA Essential commodities Act (FP,MPO, etc.)

B. International – Codex Alimentarius, ISO

C. Regulatory Agencies – WTO

D. Consumer Protection Act.

E. FSSAI

9. **QUALITY ASSURANCE :**

- A. Introduction to concept of TQM, GMP and Risk Assessment.
- B. Relevance of Microbiological standards for food safety.
- C. HACCP (Basic Principle and implementation)

10. **HYGIENE AND SANITATION IN FOOD SECTOR :**

- A. General Principles of food hygiene.
- B. GHP for commodities, equipment, work area and personnel.
- C. Cleaning and disinfection (Method and agents commonly).
- D. Waste water and waste disposal.

11. **RECENT CONCERNS :**

- A. Emerging pathogens.
- B. Genetically modified foods.
- C. Food labeling.
- D. Newer trends in food packaging and technology.
- E. BSE (Bovine Serum Ecephthaloopathy).

REFERENCES :

- 1. Modern Food Microbiology by jay j.
- 2. Food Microbiology by Frazier and Westhoff.
- 3. Food safety by Bhat and Rao

4. Safe food handling by Jacob M.
5. Food Processing by Hobbs Betty.
6. PFA Rules.

3.7 MANAGEMENT IN TOURISM

The course has been designed to familiarize the learners with the Management concepts, functions and skills keeping in view their applicability in tourism.

Syllabus

Block-1 Understanding Entrepreneurship and Management

Unit	1	Management: Concept and Functions
Unit	2	Entrepreneurship: Concept and Functions
Unit	3	Corporate Forms in Tourism
Unit	4	Management issues in Tourism

Block-2 Understanding Organizational Theory

Unit	5	Understanding Organizations
Unit	6	Planning and Decision Making
Unit	7	Organizing
Unit	8	Monitoring and Controlling

Block-3 Organizational Behavior Issues

Unit	9	Small Group Behavior
Unit	10	Inter Personal Behavior
Unit	11	Inter Group Behavior
Unit	12	Supervisory Behavior

Block-4 Managerial Practices in Tourism – 1

Unit 13 Tour Operator

Unit 14 Travel Agencies

Unit 15 Hotels

Unit 16 Public Relations

Block-5 Convention Promotion and Management

Unit 17 Convention Industry

Unit 18 Planning Conventions

Unit 19 Management and Implementation of Conventions

3.8 COMMUNICATION SKILLS IN ENGLISH

This course aims at making you aware of how a communicative situation influences the choice of sentences structure and communication, formal and informal conversation, official communication, diaries, notes and use of English for i.e. Print.

Block 1 Letters

- Unit 1 Some concepts in communication
- Unit 2 Formal Letters – 1
- Unit 3 Formal Letters – 2
- Unit 4 Informal Letters – 1
- Unit 5 Informal Letters – 2

Block 2 Conversation

- Unit 6 Formal Conversation – 1
Face To Face 1
- Unit 7 Formal Conversation – 2
Face To Face 2
- Unit 8 Informal Conversation – 1
Face To Face 1
- Unit 9 Informal Conversation – 2
Face To Face 2
Discussion
- Unit 10 Telephone Conversation

Block 3 Others Forms of Official Communication

Unit 11	Memoranda
Unit 12	Reports 1
Unit 13	Reports 2
Unit 14	Minutes of Meetings
Unit 15	Writing e-mails, Use of electronic social media like Face Book, Twitter, etc per advertising promotion and publicity

Block 4 Interviews and Public Speaking

Unit 16	Interviews
Unit 17	Debates
Unit 18	Discussion
Unit 19	Speeches
Unit 20	Seminar talks

Block 5 Diaries, Note, Tables and Figures

Unit 21	Diaries : Private
Unit 22	Diaries : General
Unit 23	Travelogues
Unit 24	Notes
Unit 25	Tables, Charts and Graphs

Block 6 Mass Media : Print

Unit 26	Writing for Newspaper-1
Unit 27	Writing for Newspaper-2
Unit 28	Articles for Journals

Unit 29 Advertising- 1

Unit 30 Advertising- 2

Audio 1 Letters (Block 1)

2. Conversation : Role Relations and Tone in conversations (Block 2)

3 Making a Public Speech (Block 4)

Videos 1 Debating Skills (Block 4)

2. Appearing for Interview (Block 4)

3. Visualizing and T.V. script introduction to T.V. production techniques (Block 8)

3.9 HUMAN RESOURCE MANAGEMENT

S.No.	Topic
01	Human Resource Planning A. Micro- Study of present H.R., H. R. inventory, H. R. Audit, Natural Separation, Causes of separation, Estimation, Net H.R. requirement B. Macro- Audit, Natural separation, Estimation of Human Resource
02	HRD applications in Hotel Industry
03	Relevance of HRD in Hotel Industry
04	Personnel Office A. Functions B. Operations
05	Hotel Environment and Culture
06	HRD System
07	Job Evaluation A. Concepts B. Scope C. Limitations
08	Job Analysis and Description
09	Job Evaluation Methods
10	Task Analysis
11	Demand and Supply Forecasting
12	Human Resource Information System
13	Human Resource Audit
14	Human Resource Accounting Practices
15	Recruitment and Selection
16	Attracting and Retaining Talents Strategic Interventions
17	Induction and Placement
18	Staff Training and Development

19	Training Methods and Evaluation
20	Motivation and Job Enrichment, MAS LAW's Hierarchy
21	Motivation and Productivity
22	Career Planning
23	Employee Counseling
24	Performance Monitoring and Appraisal
25	Transfer ,Promotion ,and Reward Policy
26	Disciplinary Issues
27	Employee' Grievance Handling
28	Compensation and Salary Administration
29	Employee Benefits and Welfare Schemes
30	Labour Law and Regulations Related ton Hotel Industry
31	Gender Sensitivities
32	Emerging trends and Perspectives
33	Impacts of Merger and Acquisitions on Human Resource Practice

IV SEMESTER

4.1 INDUSTRIAL TRAINING 20 WEEKS

LIST OF FRONT OFFICE EQUIPMENTS

S.NO.	ITEMS	NUMBER
1.	RECEPTION COUNTER	1
2.	COMPUTER	5
3.	FAX MACHINE	1
4.	TELEPHONE	2
5.	WHITNEY RACK	1
6.	KEY AND MAIL RACK	1
7.	MESSAGE RACK	1
8.	BELL DESK	1
9.	BELL TROLLEY	1
10.	INVENTORY OF FORMATS	
	<ul style="list-style-type: none">• Registration card• Reservation form• Form C• Bell Boy Card• Lobby Control Sheet• Arrival and Departure Register	

- Encashment Certificate
- Guest Folio
- Guest Receipt
- Visitor's Paid Out
- Luggage Tags
- Guest Meal Coupon

BAKERY EQUIPMENTS

Pizza cutter	4 no.
Pizza peels	2 no.
Ring mould (small & big)	24 no.
Jelly mould (assorted)	3 dozen
Rolling pins (big & small)	24 no.
Tin openers (two different kinds)	6 small, 1 big
Savoring moulds	100 no.
Baba moulds	100 no.
Madeline moulds	100 no.
Caramel moulds	100 no.
Tartlet moulds (plain & fluted)	200 no.
Barquette moulds	36 no.
Palette knives	36 no.
Serrated knives	4 big, 4 small
Set of knives	2 no.
Cutting boards	12 no.
Cooking ranges	3 no.
Pan for sugar boiling	2 no.
Bakery sheets	50 no.
Swiss roll tray	12 no.
Patty tins	25 no.
Muffin moulds	100 no.
Pie tins, Pie dishes (Borosil)	6 no.
Karahi	2 big, 2 small
Cooker	1 no.
Graters	6 no.

Bread tins (small & big)	20 no.
Cake tins (different shapes & sizes) Mostly 7" in diameter	
Wooden spoons (Assorted)	3 dozen
Piping bags cloth- two sizes	2 dozen each
Doughnut cutter	12 no.
Check cake tin	12 no.
Cream horn mould	100 no.
Piping nozzle (different kinds)	1 dozen each
Turn table	2 no.
Measuring jugs	12 no.
Measuring spoon	2 Sets
Bhagonas	12 no.
S.S Mixing bowls	25 no.
S.S Thali	25 no.
Storing containers (plastic & aluminum)	(10 + 10)no.
Knife sharpner	2 no.
Scoopers	36 no.
Scoops	6 no.
Sieves	6 no.
Candy Thermometer	2 no.
Pastry brushes	2 dozen
Pastry cutters(different shapes & sizes)	1 dozen each
Dough scrapers	6 no.
Egg beaters	36 small & 12 big
Stock pots	2 no.
Loose bottom cake tins & pie tins	12 no.
Dust bins	6 no.

Cooking ladles	6 no.
Tube cake tin	12 no.
Oven(electrical) Double Deck	01 no.
Oven(gas)	01 no.
Cooking Range	01 no.
Exhaust Fan	01 no.
Refrigerator Double Door	01 no.

COMPUTER LAB

LIST OF EQUIPMENTS

- 45 COMPUTERS WITH ALL ACCESSORIES LATEST VERSION

- MODEM

- INTERNET CONNECTION

- 45 COMPUTER TABLES

- 45 COMPUTER CHAIRS

- AIR CONDITIONER

- C.V.T

- O.H.P

- LAN

- DESKJET PRINTER

Equipment of House Keeping

<u>ITEMS</u>	<u>QUANTITY</u>
CHAMBER MAID TROLLY	2
WIPER (METAL)	
(PLASTIC)	
COLINS	24
BRASSO	12
SILVO	12
TOILET BRUSH (PLASTIC)	12
(METAL)	12
BUCKETS	10
MUGS	25
SOFT BROOMS	20
HARD BROOMS	
TEEPOL	
DUSTERS	24
CARPET BRUSH	12
FEATHER BRUSH	12
DUSTBINS	15
MOPS	24
DUST PANS	6
PHENYLS	5
VACUUM CLEANER	2
BLANKET	10
MATTRESS	4
FLOWER VASES	24
PIN HOLDERS	24

MULTI PURPOSE CLEANERS	10	
ROTO BRUSH	6	
WASHING MACHINE(HEAVY DUTY)	1	
IRONING BOARD WITH IRON	1	
FLOOR SCRUBBING BRUSH (LONG HANDLE)		12
HAND SCRUBBING (PLASTIC)	24	
(METAL)	24	
TOOTH BRUSH	24	
PLASTIC DISH	6	
COBWEB REMOVER	15	
(E STICK)		
DRY MOP		24
GLASSES		12
CLEAN WELL SOLUTION	2	
TALC POWDER	4	
DARA LIQUID POLISH	4	
GLYCEROL		2 bottle
BOREX POWDER		2 bottle
HYDROCHLORIC ACID	5 bottles	
ACETON		5 bottle
HYDROGEN PEROXIDE	5bottle	
METHYLATED SPIRIT	1 ltr.	
<u>LINEN</u>		
SINGLE BED SHEET (WHITE)	12	
DOUBLE BED SHEET	12	
BED COVERS	4	
DRAPERY		
CURTAINS (HEAVY)	4	

TOWELS		
BATH TOWELS	12	
HAND TOWELS	12	
FACE TOWELS	12	
BATH MATS		6

FURNITURE AND FITTINGS

BED (SINGLE)		4
DRESSING TABLE		2
TABLE LAMPS		2
LUGGAGE RACK		2
TELEVISION		1
MINI REFRIGERATOR		1
TELEPHONE		1
SOFA CHAIRS		4
FOLDING CHAIRS		6
CENTER TABLE		2
SIDE TABLE		2
CUPBOARD		2
AIR CONDITIONER		1

NYLON TAPESTRY BRUSH		6
VIM		1KG

NIRMA	2 KG	
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HARPIC	1 LT	
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GLASS DISH		2
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DETOL SOAP BARS			4
PLASTIC BLADES (WIPER)	6		

STAINLESS STEEL LADLE	6	
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PILLOW COVERS		12
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THREAD		4
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MANSION POLISH		1KG
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VINEGAR		2 LIT
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TAMARIND		1 KG
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SULPURIC ACID

1 ltr.

NEEDLES

10

COMMON SALT

2 KG

Kitchen Equipment

Sl.No.	ITEM	TOTAL
1.	Almirah	3
2.	Aluminum bhagona (3 Lts)	6
3.	Aluminum bhagona (5 Lts)	6
4.	Aluminum bhagona (25 lts)	1
5.	Aluminum bhagona (40 lts)	1
6.	Aluminum saucepan (10'dia)	3
7.	Bain Marie (5 sections)	1
8.	Baking sheet	6
9.	Belan (med)	5
10.	Belan (small)	3
11.	Casserole	3
12.	Chimta	6
13.	Chopping board (fiber)	17
14.	Conical strainer (big)	1
15.	Conical strainer (M)	1
16.	Stock Ladle	1
17.	Deep fridge	1
18.	Dustbin (plastic)	1
19.	Exhaust fan	2
20.	Flour strainer	3
21.	Frying pan (big)	1
22.	Frying pan (Med)	5
23.	Frying pan steel (small)	11
24.	Gas range (1 burners)	1
25.	Gas range (4 burners)	7

26.	Gas range (6 burners)	1
27.	Grater (square)	7
28.	Hot plate	1
29.	Imam dasta	1
30.	Iron palta (big)	3
31.	Iron parat	1
32.	Iron pauni (Big)	1
33.	Iron pauni (med)	2
34.	Jalebi kadai	1
35.	Kadai (big)	1
36.	Kadai (med)	2
37.	Ladle (big, steel)	1
38.	Lighter	1
39.	Mallet	2
40.	Masala dani	2
41.	Mincer	1
42.	Mixer grinder	2
43.	Non-stick frying pan	02
44.	Oven	1
45.	Paneer tikka skewer	12
46.	Parat (big)	3
47.	Parat (med)	2
48.	Potato masher	2
49.	Potato scooper	1
50.	Pressure cooker (10 ltrs)	2
51.	Pressure cooker (5 ltrs)	2

52.	Pyrex dish	5
53.	Refrigerator	1
54.	Rice strainer (Big, aluminum)	1
55.	Roti tawa	17
56.	Roti tawa range	1
57.	Round thali (big, steel)	7
58.	Round thali (small)	14
59.	Salamander	2
60.	Service table	2
61.	Service thali (5 compartments.)	105
62.	Shallow bowl (18" dia)	8
63.	Shallow bowl (20" dia)	2
64.	Sil batta	2
65.	Sizzler plate	2
66.	Soup strainer	14
67.	Steel bhagona (10 lts)	12
68.	Steel bhagona (2 lts)	2
69.	Steel bhagona (3 lts)	9
70.	Steel bhagona (40 lts)	3
71.	Steel bhagona (5 lts)	7
72.	Steel bowl (6" dia)	26
73.	Steel jug	9
74.	Steel ladle (2½ " dia)	9
75.	Steel ladle (3" dia)	19
76.	Steel ladle (4" dia)	14
77.	Steel palta (small)	10

78.	Steel palta (small, perforated)	11
79.	Steel pauni (med)	2
80.	Steel pauni (small)	4
81.	Steel plate	20
82.	Steel rice strainer (small)	5
83.	Steel saucepan (10'dia)	1
84.	Steel saucepan (12'dia)	3
85.	Steel saucepan (8"dia)	1
86.	Table with garbage trash	1
87.	Taka tak tawa	1
88.	Tandoori jodi	1
89.	Tandoor	1
90.	Td.chicken skewer	8
91.	Wire whisk	4
92.	Wok (Chinese kadai)	3
93.	Working table	17

RESTAURANT EQUIPMENT

Item	No.
TABLES	16
CHAIRS	58

SIDE BOARD	06
BAR COUNTER	01
CUPBOARDS	04
RACKS	01
JOINT PLATES	84
RICE PLATES	15
TEA STRAINERS	10
BUTTER DISHES	15
COFFEE POTS	04
CONSOMME CUPS	40
SNAIL DISH	02
CRUET SETS	15
BUD VASES	10
AIRCONDITIONER	02
FANS	10
CHANDELIER	01
GUERIDON TROLEY	02
WINE BUCKET WITH STAND	01
TEA/COFFEE MACHINE	01
WALL MIRROR	01
SAUCE BOAT	01
MASTER BOARD	01
IMPORTED WINE OPENER	01
IMPORTED CITRUS SQUEEZER	01
CORK SCREW	01
CORK SCREW WITH CAP	01

BAR MEASURE(DBL. CUP)	01
SALAMANDER	01
CAKE SLICER	02
SOUP LADLE	01

GLASSWARE

WHITE WINE GLASS	24
RED WINE GLASS	24
ROLLY POLLY	24
BEER GOBLETS	24
PONY TUMBLERS	50
CHAMPAGNE TULIP	06
HI BALL	100
BRANDY BALLOON	06
SHOT GLASS	06
CHAMPAGNE FLUTE	06
CUT GLASS DECANTER 750 ml.	01
PILSNER GLASS	06
WHITE WINE GLASS GOLD BAND	12
CHAMPAGNE TULIP GOLD RIM	06

Cutlery & Crockery

A P SPOON	75
A P FORK	75
JOINT KNIFE	75
SOUP SPOON	24
SERVICE FORK	20

SERVICE SPOON	20
DESSERT SPOON	50
DESSERT FORK	24
FISH KNIFE	24
FISH FORK	24
TEA SPOON	20
CHESSE KNIFE	02
SNAIL FORKS	02
STEAK KNIFE	06
SUGAR POT	02
COFFEE SPOON	02
BUTTER DISH	15
CREAMER	06
TEA POTS	12
PLATTERS ASSORTED	25
SERVICE BOWLS	25
SIDE PLATES GOLD LINE	12
MEAT PLATES GOLD	12
SIDE PLATE	48
SALVERS	06
DESSERT PLATE	62
TEA CUPS	48
TEA SAUCERS	51
ASH TRAY	10
SOUP BOWLS	25
PLASTIC TRAY	12

COFFEE SPOONS	20
WATER JUGS	08
SOUP PLATES	21
WATER JUGS EPNS	03
DESSERT FORK GOLD HANDLE	10
AP KNIFE GOLD PLATED	11
DESSERT SPOON GOLD PLATED	12
TEA SPOON	08

EQUIPMENT WITH LOGO

CHOP STICKSTAND	06
CHINESE TEA CUPS	06
CHINESE TAE SAUCER	06
CHINESE BOWL	06
CHINESE SPOON	06
JAM POTS	06
CONDIMENTS BOWL	06
CURRY BOWL	12
TEA CUPS	11
DESSERT PLATES	21
DINNER PLATE	12
SIDE PLATE	36
TEA SAUCER	27
DEMI TASSE CUP	06
DEMITASSE SAUCER	06
CONSOMME CUPS	12
BUD VASE	06
CRUET SETS	06
EGG CUPS	06
NAPPY BOWLS	12
ASH TRAY	06

DINNING HALL

BAIN MARIE	01
SERVICE TABLE	04
SERVICE SPOON	08
SERVICE FORK	08
LADLES	03
DINNING TABLES	08
DINNING CHAIRS	56
AP SPOONS	115
AP FORKS	115
GLASSES	90
WATER JUGS	08
BHOJAN THALI	100

LINEN

HAND TOWELS	06
TABLE CLOTHS	30
NAPKINS	60
SLIP CLOTHS PINK	11
SLIP CLOTHS CHOCOLATE	07
GREEN SATIN	01

5.1 ADVANCE FOOD PRODUCTION OPERATIONS**L T P****6 - 12**

S.NO.	Topic
<u>Unit 1</u>	<p data-bbox="347 286 496 324">LARDER</p> <p data-bbox="347 443 671 472">1- LAYOUT & EQUIPMENT</p> <ul style="list-style-type: none"> <li data-bbox="395 573 791 602">A. Introduction of Larder Work <li data-bbox="395 613 571 642">B. Definition <li data-bbox="395 654 815 683">C. Equipment found in the larder <li data-bbox="395 694 1182 723">D. Layout of typical larder with equipment and various sections. <p data-bbox="347 790 727 819">II. TERMS & LARDER CONTROL</p> <ul style="list-style-type: none"> <li data-bbox="347 920 1043 949">A. Common terms used in the Larder and Larder Control <li data-bbox="347 960 730 990">B. Essentials of Larder Control <li data-bbox="347 1001 751 1030">C. Importance of Larder Control <li data-bbox="347 1041 788 1070">D. Devising Larder Control Systems <li data-bbox="347 1081 788 1111">E. Leasing with other Departments <li data-bbox="347 1122 555 1151">F. Yield Testing <p data-bbox="347 1218 1034 1247">III. DUTIES AND RESPONSIBILITIES OF THE LARDER CHEF</p> <ul style="list-style-type: none"> <li data-bbox="347 1348 683 1377">A. Functions of the Larder <li data-bbox="347 1388 699 1417">B. Hierarchy of Larder Staff <li data-bbox="347 1429 667 1458">C. Sections of the Larder <li data-bbox="347 1469 874 1498">D. Duties & Responsibilities of Larder Chef

Unit 2

CHARCUTIERIE

I. SAUSAGE

- A. Introduction to Charcuterie
- B. Sausage - Types & Varieties
- C. Casings - Types & Varieties
- D. Fillings - Types & Varieties
- E. Additives & Preservatives

II. FORCEMEATS

- A. Types of forcemeats
- B. Preparation of forcemeats
- C. Uses of forcemeats

III. BRINES, CURES & MARINADES

- A. Types of Brines
- B. Preparation of Brines
- C. Methods of Curing
- D. Types of Marinades
- E. Uses of Marinades
- F. Difference between Brines, Cures & Marinades

IV. HAM, BACON & GAMMON

- A. Cuts of Ham, Bacon & Gammon.
- B. Difference between Ham, Bacon & Gammon
- C. Processing of Ham & Bacon
- D. Green Bacon
- E. Uses of different cuts
- F.

V. GALANTINES

- A. Making of galantines
- B. Types of Galantine
- C. Ballotines

VI. PATES

- A. Types of Pate
- B. Pate de fole gras
- C. Making of Pate
- D. Commercial pate and Pate Maison
- E. Truffle - sources, Cultivation and uses and Types of truffle.

VII. MOUSE & MOUSSELINE

- A. Types of mousse
- B. Preparation of mousse
- C. Preparation of mousseline
- D. Difference between mousseline

VII. CHAUD FROID

- A. Meaning of Chaud froid
- B. Making of chaud frod & Precautions
- C. Types of chaud froid
- D. Uses of chaud froid

IX. ASPIC & GELEE

- A. Definition of Aspic and Gelee
- B. Difference between the two
- C. Making of Aspic and Gelee
- D. Uses of Aspic and Gelee

X. QUENELLES, PARFAITS, ROULADES

Preparation of Quenelles, Parfaits and Roulades

	<p>XI. NON EDIBLE DISPLAYS</p> <ul style="list-style-type: none">A. Ice carvingsB. Tallow sculptureC. Fruit & Vegetable DisplaysD. Salt doughE. PastillageF. Jelly logoG. Thermanacol work
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	<p>XII APPETIZERS & GARNISHES</p> <p>A. Classification of Appetizers B. Examples of Appetizers C. Historic importance of culinary Garnishes</p>
	<p>XIII SANDWICHES</p> <p>A. Parts of Sandwiches B. Types of Bread C. Types of filling - classification D. Spreads and Garnishes E. Types of Sandwiches F. Making of Sandwiches G. Storing of Sandwiches</p>
	<p>XIV USE OF WINE AND HERBS IN COOKING</p> <p>A. Ideal uses of wine in cooking B. Classification of herbs C. Ideal uses of herbs in cooking</p>
Unit 3	<p>I -INTERNATIONAL CUISINE</p> <p>A. Geographic location B. Historical background C. Staple food with regional influences D. Specialties E. Recipes F. Equipment in relation to :</p> <ul style="list-style-type: none"> • Great Britain • France • Italy • Spain & Portugal • Scandinavia • Germany • Middle East • Oriental • Mexican • Arabic
	<p>II-CHINESE</p>

- | | |
|--|--|
| | <ul style="list-style-type: none">A. Introduction to Chinese foodsB. Historical backgroundC. Regional cooking stylesD. Methods of cookingE. Equipment & utensils |
|--|--|

Unit 4

BAKERY & CONFECTIONERY

I. ICINGS & TOPPINGS

- A. Varieties of icing
- B. Using of Icings
- C. Difference between icings & Toppings
- D. Recipes

II. FROZEN DESSERTS

- A. Types and classification of Frozen desserts
- B. Ice-creams-Definitions
- C. Methods of preparation
- D. Additives and preservatives used in Ice-cream manufacture

III. MERINGUES

- A. Making of Meringues
- B. Factors affecting the stability
- C. Cooking Meringues
- D. Types of Meringues
- E. Uses of Meringues

IV. BREAD MAKING

- A. Role of ingredients in bread Making
- B. Bread Faults
- C. Bread Improvers

V. CHOCOLATE

- A. History
- B. Sources
- C. Manufacture & Processing of Chocolate
- D. Types of chocolate
- E. Tempering of chocolate

	F. Cocoa butter, white chocolate and its applications
Unit 5	<p>I-PRODUCTION MANAGEMENT</p> <p>A. Kitchen Organization B. Allocation of Work-job Description, Duty Rosters C. Production Planning D. Production Scheduling E. Production Quality & Quantity Control F. Forecasting Budgeting G. Yield Management</p> <p>II-PRODUCT & RESEARCH DEVELOPMENT</p> <p>A. Testing new equipment, B. Developing new recipes C. Food Trails D. Organoleptic & Sensory Evaluation</p>
	<p>III- FRENCH</p> <ul style="list-style-type: none"> • Culinary French • Classical recipes (recettes classique) • Historical Background of Classical Garnishes • Offals / Games • Larder terminology and vocabulary <p>Note: Should be taught along with the relevant topics.</p>

PRACTICAL

S.No.	Topic
	Three course menus to be formulated featuring International Cuisines
01	FRENCH
02	ORIENTAL a) Chinese b) Thai
03	ITALY, GERMANY, SPAIN, GREECE, MEXICAN, MEDITERANIAN AND LEBANESE

SUGGESTED MENUS

FRENCH

- MENU 01 Consommé Carmen
 Poulet Sauté Chasseur
 Pommes Laretta
 Haricots Verts
 Salade de Betterave
 Brioche
 Bada au Rhum
- MENU 02 Bisque D' écrevisse

Escalope De Veau viennoise

Pommes Batailes

Courge Provencale

Epinards au Gratin

MENU 03 Crème Du Barry

Darne De Saumon Grille

Sauce paloise

Pommes Fondant

Petits Pois A La Flamande

French Bread

Tarte Tartin

MENU 04 Veloute Dame Blanche

Cote De Porc Charcuterie

Pommes De Terre A La Crème

Carottes Glace Au Gingembre

Salade Verte

Garlequin Bread

Chocolate Cream Puffs

- MENU 05 Cabbage Chowder
 Poulet A La Rex
 Pommes Marguises
 Ratatouille
 Salade De Carottées Et Céleris
 Clover Leaf Bread
 Savarin Des Fruits
- MENU 06 Barquettes Assortis
 Stroganoff De Boeuf
 Pommes Persilles
 Salade De Chou-Cru
 Garlic Rolls
 Crêpe Suzette
- MENU 07 Duchesse Nautua
 Poulet Maryland
 Croquette Potatoes
 Salade Nicoise
 Brown Bread
 Pâte Des Pommes
- MENU 08 Kromeskies
 Filet De Sols Walweska
 Pommes Lyonnaise
 Funghi Marirati
 Bread Sticks
 Soufflé Milanaise
- MENU 09 Vol-Au-Vent De Volaille Et Jambon

Homard Thermidor

Salade Waldorf

Vienna Rolls

Mousse Ar Chocolat

MENU 10 Crabe En Coquille

Quiche Lorraine

Salade de Viande

Pommes Parisienne

Foccacia

Crème Brûlée

Plus 4 Buffets - Cold Buffet

Hot Continental

Indian Continental

CHINESE

- MENU 01 Prawn Ball Soup
 Fried Wantons
 Sweet & Sour Pork
 Hakka Noddles
- MENU 02 Hot & Sour soup
 Beans Sichwan
 Stir Fried Chicken & Peppers
 Chinese Fried Rice
- MENU 03 Sweet Corn Soup
 Chao Mai
 Tung-Po Mutton
 Yangchow Fried Rice
- MENU 04 Yanton Soup
 Spring Rolls
 Stir Fried Beef & Celery
 Chow Mein
- MENU 05 Prawns in Garlic Sauce
 Fish Szechwan
 Hot & Sour Cabbage
 Steamed Noddles

INTERNATIONAL

SPAIN

Gazpacho

Pollo En Pepitoria

Paella

Frittata De Patata

Pastel De Mazaana

ITALY

Minestrone

Ravioli Arabeata

Fettocine Carbonara

Pollo Alla Cacciatore

Medanzane Parmigiane

Grissini

Tiramisu

GERMANY

Linsensuppe

Sauerbaaten

Spatzale

German Potato Salad

Pumpernicklr

Apfel Strudel

U.K. Scotch Broth

 Roast Beef

 Yorkshire Pudding

 Glazed Carrots & Turnips

 Poast Potato

 Yorkshire Curd Tart

 Crusty Bread

GREECE Soupe Acogolemeno

 Moussaka A La Greque

 Dolmas

 Tzaziki

 Baklava

 Harlequin Bread

BAKERY & PATISSERIE PRACTICALS

MUST INCLUDE

- Decorated Cakes
- Gateaux
- International Breads
- Sorbets, Parfaits
- Hot / Cold Desserts

DEMONSTRATION OF

Charcuterie Galantines

 Pate

Terrines

Mousselines

Practical Guidelines :

Every student will prepare a 3 course menu along with a dessert preparation from Bakery and confectionary system.

4 Chit system usually incorporate or in basket exercise for the same.

Student has to submit indent with cost of indent.

Student should be assessed on individual preparation of the menu..

Note :

Different menus should be plan by internal examiner for every student at least 15 menus.

5.2 ADVANCE FOOD & BEVERAGE OPERATIONS

L T P

4 - 8

S.No.	Topic
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<p>Unit 1</p>	<p>PLANNING & OPERATING VARIOUS F&B OUTLET</p> <ul style="list-style-type: none"> A. Physical layout of functional and ancillary areas B. Objective of a good layout C. Steps in planning D. Factors to be considered while planning E. Calculating space requirement F. Various set ups for seating G. Planning staff requirement H. Menu planning I. Constraints of menu planning J. Selecting and planning of heavy duty and light equipment K. Requirement of quantities of equipment required like crockery, Glassware, steel or silver etc. L. Suppliers & manufactures M. Approximate cost N. Planning Dècor, furnishing fixture etc. <p>PRACTICAL</p>
<p>Unit 2</p>	<p>F & B STAFF ORGANISATION</p> <ul style="list-style-type: none"> A. Categories of Staff B. Hierarchy C. Job description and specification D. Duty roaster <p>PRACTICAL</p> <p>Supervising Food & Beverage outlets</p>
<p>Unit 3</p>	<p>MANAGING F&B OUTLET</p> <ul style="list-style-type: none"> A. supervisory skills B. developing efficiency C. standard Operating Procedure <p>PRACTICAL</p> <p>Supervising Food & Beverage outlets</p>

Unit 4

FUNCTION CATERING

I-BANQUETS

- A. History
- B. Types
- C. Organization of Banquet department
- D. Duties & responsibilities
- E. Sales
- F. Booking procedure
- G. Banquet menus

II- BANQUET PROTOCOL

- Space Area requirement
- Table plans / arrangement
- Misc-en-place
- Service
- Toasting

III- INFORMAL BANQUET

- R ception
- Cocktail parties
- Convention
- Seminar
- Exhibition
- Fashion shows
- Trade Fair
- Wedding
- Outdoor catering

PRACTICAL

Calculation of Space for Banquets, Banquet Menu & Service

Unit 5

FUNCTION CATERING

BUFFETS

- A. Introduction
- B. Factors to plan buffets
- C. Area requirement
- D. Planning and organization
- E. Sequence of food
- F. Menu planning
- G. Types of Buffet
- H. Display
- I. Sit down
- J. Fork, Finger, Cold Buffet
- K. Breakfast Buffet
- L. Equipment
- M. Supplies
- N. Check list

PRACTICAL

Setting of various types of Buffet

Unit 6**GUERIDON SERVICE**

- A. History of gueridon
- B. Definition
- C. General consideration of operations
- D. Advantages Dis-advantages
- E. Types of trolleys
- F. Factor to create impulse, Buying - Trolley, open kitchen
- G. Gueridon equipment
- H. Gueridon ingredients

PRACTICAL

Preparing items on Gueridon trolley

- Crêpe Suzette
- Banana au Rhum
- Peach Flambé
- Rum Omlette
- Steak Diane
- Pepper Steak

Unit 7**I- BAR OPERATIONS**

- A. Types of Bar
 - Cocktail
 - Dispense
- B. Area of Bar
- C. Front Bar
- D. Back Bar
- E. Under Bar (Speed Rack, Garnish Container, Ice well etc.)
- F. Bar Stock
- G. Bar Control
- H. Bar Staffing
- I. Opening and closing duties

PRACTICAL

Designing and setting the bar for above sub-topics

II- COCKTAILS & MIXED DRINKS

- A. Definition and History
- B. Classification
- C. Recipe, Preparation and Service of Popular Cocktails
 - Martini - Dry & Sweet
 - Manhattan - Dry & Sweet
 - Dubonnet
 - Roy-Roy
 - Bronx
 - White Lady
 - Pink Lady
 - Side Car
 - Bacardi
 - Alexandra
 - John Collins
 - Tom Collins
 - Gin FIZZ
 - Pimm's Cup - no. 1,2,3,4,5
 - Flips
 - Noggs
 - Champagne Cocktail
 - Between the Sheets
 - Daiquiri
 - Bloody Mary
 - Screw Driver
 - Tequila Sunrise

	<ul style="list-style-type: none"> - Gin-Sling - Planters Punch - Singapore Sling - Pinacolada - Rusty Nail - B&B - Black Russian - Margarita - Gimlet-Dry & Sweet - Cuba Libre - Whisky Sour - Blue Lagoon - Harvey Wall Banger - Bombay Cocktail <p>PRACTICAL</p> <p>Preparation of cocktails</p>
Unit 8	<p>KITCHEN STEWARDING</p> <ul style="list-style-type: none"> A. Importance B. Opportunities in kitchen stewarding C. Record maintaining D. Machine used for cleaning and polishing E. Inventory <p>PRACTICAL</p> <p>Using and Operating Machines</p>

Practical Guidelines :

Grooming & Disposition	10 Marks
Food Service Skills	20 Marks (Lunch Operation)
Beverage Service Skill	20 Marks(Lunch Operation)
Gueridon Operation	20 Marks (Lunch Operation)
Practical Journal	10 Marks
Service Record Performance	10 Marks
(Around Year)	

Viva

10 Marks

Every student has to perform on mocktail/sundac preparation, one fueridon preparation and supervisory task during lunch operation.

5.3 FOOD & BEVERAGE MANAGEMENT

L T P

6 - -

S.No.	Topic
Unit 1	COST DYNAMICS A. Elements of Cost B. Classification of Cost
Unit 2	SALES CONCEPTS A. Various Sales Concept B. Uses of Sales Concept
Unit 3	INVENTORY CONTROL A. Importance B. Objective C. Method D. Levels and Technique E. Perpetual Inventory F. Monthly Inventory G. Pricing of Commodities H. Comparison of Physical and perpetual Inventory
Unit 4	BEVERAGE CONTROL A. Purchasing B. Receiving C. Storing D. Issuing E. Production Control F. Standard Recipe G. Standard Portion Size H. Bar Frauds I. Books maintained J. Beverage Control

Unit 5	SALES CONTROL A. Procedure of Cash Control B. Machine System C. ECR D. NCR E. Preset Machines F. POS G. Reports H. Thefts I. Cash Handling
Unit 6	BUDGETARY CONTROL A. define Budget B. Define Budgetary Control C. Objective D. Frame Work E. Key Factors F. Types of Budget G. Budgetary Control
Unit 7	BREAKEVEN ANALYSIS A. Breakeven Chart B. P V Ration C. Contribution D. Marginal Cost E. Graphs

Unit 8	<p>MENU MERCHANDISING</p> <ul style="list-style-type: none"> A. Menu Control B. Menu Structure C. Planning D. Pricing of Menus E. Types of Menus F. Menu as Marketing Tool G. Layout H. Constraints of Menu Planning
Unit 9	<p>MENU ENGINEERING</p> <ul style="list-style-type: none"> A. Definition and Objectives B. Methods C. Advantages
Unit 10	<p>MIS</p> <ul style="list-style-type: none"> A. Reports B. Calculations of actual cost C. Daily Food Cost D. Monthly Food Cost E. Statistical Revenue Reports F. Cumulative and non-cumulative

5.4 FINANCIAL MANAGEMENT

L T P

6 - -

S.No.	Topic
Unit 1	FINANCIAL MANAGEMENT MEANING & SCOPE A. Meaning of business finance B. Meaning of financial management C. Objectives of financial management
Unit 2	FINANCIAL STATEMENT ANALYSIS AND INTERPETATION A. Meaning and types of financial statements B. Techniques of financial analysis C. Limitations of financial analysis D. Practical problems
Unit 3	RATIO ANALYSIS A. Meaning of ratio B. Classification of ratios C. Profitability ratios D. Turnover ratios E. Financial ratios F. Du Pent Control Chart G. Practical Problems
Unit 4	FUNDS FLOW ANALYSIS A. Meaning of funds flow statement B. Uses of funds flow statement C. Preparation of fund flow statement D. Treatment of provision for taxation and proposed dividends (as non - current liabilities) E. Practical problems
Unit 5	CASH FLOW ANALYSIS

	<ul style="list-style-type: none">A. Meaning of cash flow statementB. Preparation of cash flow statementC. Difference between cash flow and fund flow analysisD. Practical problems
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<p>Unit 6</p>	<p>FINANCIAL PLANNING</p> <p>MEANING & SCOPE</p> <ul style="list-style-type: none"> A. Meaning of Financial Planning B. Meaning of Financial Plan C. Capitalization D. Practical problems
<p>Unit 7</p>	<p>CAPITAL EXPENDITURE</p> <ul style="list-style-type: none"> A. Meaning of Capital Structure B. Factors determining capital structure C. Point of indifference D. Practical problems
<p>Unit 8</p>	<p>WORKING CAPITAL MANAGEMENT</p> <ul style="list-style-type: none"> A. concept of working capital B. factors determining working capital needs C. over trading and under trading
<p>Unit 9</p>	<p>BASICS OF CAPITAL BUDGETING</p> <ul style="list-style-type: none"> A. importance of Capital Budgeting B. Capital Budgeting appraising methods C. Payback period D. Average rate of return E. Net present value F. Profitability index G. Internal rate of return H. Practical problems

5.5 STRATEGIC MANAGEMENT

L T P

4 - -

S.No.	Topic
Unit 1	<p>ORGANISATIONAL STRATEGY</p> <p>A. MISSION</p> <ul style="list-style-type: none">• Mission Statement Elements and its importance <p>B. OBJECTIVES</p> <ul style="list-style-type: none">• Necessity of formal objectives• Objective Vs Goal <p>C. STRATEGY</p>

	<ul style="list-style-type: none">• DEVELOPING STRATEGIES<ul style="list-style-type: none">- Adaptive Search- Intuition search- Strategic factors- Picking Niches- Entrepreneurial Approach
Unit 2	ENVIRONMENTAL AND INTERNAL RESOURCE ANALYSIS A. Need for Environmental Analysis B. Key Environmental Variable Factors C. Opportunities and Threats <ul style="list-style-type: none">* Internal resource analysis D. Functional Areas Resource Development Matrix E. Strengths and Weaknesses <ul style="list-style-type: none">* Marketing* Finance* Production* Personnel* Organization

<p>Unit 3</p>	<p>STRATEGY FORMULATION</p> <p>A. STRATEGY (GENERAL) ALTERNATIVES</p> <ul style="list-style-type: none"> • Stability Strategies • Expansion Strategies • Retrench Strategies • Combination Strategies <p>B. COMBINATION STRATEGIES</p> <ul style="list-style-type: none"> • Forward integration • Backward integration • Horizontal integration • Market penetration • Market development • Product development • Concentric diversification • Conglomerate diversification • Horizontal diversification • Joint Venture • Retrenchment • Divestiture • Liquidation • Combination
<p>Unit 4</p>	<p>STRATEGIC ANALYSIS AND CHOICE (ALLOCATION OF RESOURCES)</p> <p>A. FACTORS INFLUENCING CHOICE</p> <ul style="list-style-type: none"> • Strategy formulation <p>B. INPUT STAGE</p> <ul style="list-style-type: none"> • Internal factor evaluation matrix • External factor evaluation matrix • Competitive profile matrix <p>C. MATCHING STAGE</p> <ul style="list-style-type: none"> • Threats opportunities - weaknesses - strengths matrix (TOWS) • Strategic position and action evaluation matrix (SPACE) • Boston consulting group matrix (BCGM) • Internal - External matrix • Grand Strategy matrix <p>D. DECISION STAGE</p> <ul style="list-style-type: none"> • Quantitative Strategic Planning matrix (QSPM)

Unit 5	POLICIES IN FUNCTIONAL AREAS A. POLICY B. PRODUCT POLICIES C. PERSONNEL POLICIES D. FINANCIAL POLICIES E. MARKETING POLICIES F. PUBLIC RELATION POLICES
Unit 6	STRATEGIC IMPLEMENTATION REVIEW AND EVALUATION A. MCKINSEY 7-S FRAMEWORK B. LEADERSHIP AND MANAGEMENT STYLE C. STRATEGY REVIEW AND EVALUATION <ul style="list-style-type: none">• Measure Organisational Performance• Take corrective actions

VI SEMESTER**6.1 ENVIRONMENTAL EDUCATION & DISASTER MANAGEMENT**

L T P
4 - -

RATIONALE:

A diploma student must have the knowledge of different types of pollution caused due to industrialization and construction activities, so as he may help in balancing of eco-system and control pollution by providing controlling measures. They should be also aware of the environmental laws for effectively controlling the pollution of environment. The topics are to be taught in light of legislation Para-3.

TOPIC WISE DISTRIBUTION OF PERIODS:

SL. NO.	TOPIC	L	T	P
1.	Introduction	6		
2.	Pollution	4		
2.1	Water Pollution	8		
2.2	Air Pollution	8		
2.3	Noise Pollution	4		
2.4	Radio Active Pollution	6		
2.5	Solid Waste Management	6		
3.	Legislations	4		
4.	Environmental Impact Assessment	4		
5.	Disaster Management	6		
TOTAL		56	-	-

DETAILED CONTENTS**1. INTRODUCTION :**

- Basics of ecology, Ecosystem, Biodiversity Human activities and its effect on ecology and eco system, different development i.e. irrigation, urbanization, road development and other engineering activities and their effects on ecology and eco system, Mining and deforestation and their effects.
- Lowering of water level , Urbanization.
- Biodegradation and Biodegradability, composting, bio remediation, Microbes .Use of biopesticides and biofungicides.
- Global warning concerns, Ozone layer depletion, Green house effect, Acid rain,etc.

2. POLLUTION :

Sources of pollution, natural and man made, their effects on living environments and related legislation.

2.1 WATER POLLUTION :

- Factors contributing water pollution and their effect.
- Domestic waste water and industrial waste water. Heavy metals, microbes and leaching metal.
- Physical, Chemical and Biological Characteristics of waste water.
- Indian Standards for quality of drinking water.
- Indian Standards for quality of treated waste water.
- Treatment methods of effluent (domestic waste water and industrial/ mining waste water), its reuse/safe disposal.

2.2 AIR POLLUTION :

Definition of Air pollution, types of air pollutants i.e. SPM, NOX, SOX, CO, CO₂, NH₃, F, CL, causes and its effects on the environment.

- Monitoring and control of air pollutants, Control measures techniques. Introductory Idea of control equipment in industries i.e.
 - A. Settling chambers
 - B. Cyclones
 - C. Scrubbers (Dry and Wet)
 - D. Multi Clones
 - E. Electro Static Precipitations
 - F. Bog Fillers.
- Ambient air quality measurement and their standards.
- Process and domestic emission control
- Vehicular Pollution and Its control with special emphasis of Euro-I, Euro-II, Euro-III and Euro IV.

2.3 NOISE POLLUTION :

Sources of noise pollution, its effect and control.

2.4 RADISACTIVE POLLUTION :

Sources and its effect on human, animal, plant and material, means to control and preventive measures.

2.5 SOLID WASTE MANAGEMENT :

Municipal solid waste, Biomedical waste, Industrial and Hazardous waste, Plastic waste and its management.

3. LEGISLATION :

Preliminary knowledge of the following Acts and rules made There under-

- The Water (Prevention and Control of Pollution) Act - 1974.

- The Air (Prevention and Control of Pollution) Act - 1981.
- The Environmental Protection (Prevention and Control of Pollution) Act -1986. Rules notified under EP Act - 1986 Viz.
 - # The Manufacture, Storage and Import of Hazardous Chemical (Amendment) Rules, 2000
 - # The Hazardous Wastes (Management and Handling) Amendment Rules, 2003.
 - # Bio-Medical Waste (Management and Handling) (Amendment) Rules, 2003.
 - # The Noise Pollution (Regulation and Control) (Amendment) Rules, 2002.
 - # Municipal Solid Wastes (Management and Handling) Rules, 2000.
 - # The Recycled Plastics Manufacture and Usage (Amendment) rules, 2003.

4. **ENVIRONMENTAL IMPACT ASSESSMENT (EIA) :**

- Basic concepts, objective and methodology of EIA.
- Objectives and requirement of Environmental Management System (ISO-14000) (An Introduction).

5. **DISASTER MANAGEMENT :**

Definition of disaster - Natural and Manmade, Type of disaster management, How disaster forms, Destructive power, Causes and Hazards, Case study of Tsunami Disaster, National policy- Its objective and main features, National Environment Policy, Need for central intervention, State Disaster Authority- Duties and powers, Case studies of various Disaster in the country, Meaning and benefit of vulnerability reduction, Factor promoting vulnerability reduction and mitigation, Emergency support function plan.

Main feature and function of National Disaster Management Frame Work, Disaster mitigation and prevention, Legal Policy Frame Work, Early warning system, Human Resource Development and Function, Information dissemination and communication.

6.2 FRONT OFFICE MANAGEMENT

L T P

3 - 6

S.No.	Topic
Unit 1	PLANNING & EVALUATING FRONT OFFICE OPERATIONS A. Forecasting techniques B. Forecasting Room availability C. Useful forecasting data <ul style="list-style-type: none">• % of walking• % of overstay• % of under stay D. Forecast formula E. Sample forecast forms
Unit 2	BUDGETING A. Making of front office budget B. Factors affecting budget planning C. Capital operation budget for front office D. Refining budgets E. Forecasting room revenue
Unit 3	COMPUTER APPLICATION IN FRONT OFFICE OPERATION A. Use of MIS in Hotels B. PMS C. Reservations-GDS, CRS Inter-cell Agencies
Unit 4	YIELD MANAGEMENT A. concept and importance B. applicability to rooms division

	<ul style="list-style-type: none"> • Capacity management • Discount allocation • Duration control <p>C. Measurement yield D. Yield management software E. Yield management team</p>
Unit 5	<p>Front Office Arrangements</p> <p>-Lease</p> <p>-Franchise</p> <p>-Affiliation</p> <p>-MGMT Contract</p> <p>-Sole Proprietor</p>

PRACTICALS

Hands on practice of computer application (Hotel Management System) related to front office procedures such as

- Night audit,
- Income audit,
- Accounts,

SUGGESTIVE LIST OF TASKS FOR FRONT OFFICE OPERATION SYSTEM

S.No.	Topic
01	HMS Training - Hot Function kiys
02	How to put message
03	How to put a locator
04	How to check in a first time guest
05	How to check in an existing reservation
06	How to check in a day use
07	How to issue a new key
08	How to verify key
09	How to cancel a key
10	How to issue a duplicate key
11	How to extend a key
12	How to print and prepare registration cards for arrivals
13	Hot to programme keys continuously
14	How to programme one key for two rooms
15	How to re-programme a key
16	How to make a reservation
17	How to create and update guest profiles
18	How to update guest folio
19	How to print guest folio
20	How to make sharer reservation
21	How to feed remarks in guest history
22	How to add a sharer
23	How to make add on reservation

24	How to amend a reservation
25	How to cancel a reservation
26	How to make group reservation
27	How to make a room change on the system
28	How to log on cashier code
29	How to close a bank at he end of each shift
30	How to put a routing instruction
31	How to process charges
32	How to process a guest check out
33	How to check out a folio
34	How to process deposit for arriving guest
35	How to process deposit for in house guest
36	How to check room rate variance report
37	How to process part settlements
38	How to tally allowance for the day at night
39	How to tally paid outs for the day at night
40	How to tally forex for the day at night
41	How to pre-register a guest
42	How to handle extension of guest stay
43	Handle deposit and check ins with voucher
44	How to post payment
45	How to print checked out guest folio
46	Check out using foreign currency
47	Handle settlement of city ledger balance
48	Handle payment for room only to Travel Agent
49	Handle of banquet event deposits

50	How to prepare for sudden system shutdown
51	How to checkout standing batch totals
52	How to do a credit check report
53	How to process late charges on third party
54	How to process late charges to credit card
55	How to check out during system shutdown
56	Handling part settlements for long staying guest
57	How to handle paymaster - folios
58	How to handle bills on hold

6.3 ACCOMMODATION MANAGEMENT

L T P

3 - 6

S.No.	Topic
Unit 1	PLANNING AND ORGANISING THE HOUSE KEEPING DEPARTMENT A. Area inventory list B. Frequency schedules C. Performance and Productivity standards D. Time and Motion study in House Keeping operations E. Standard Operating manuals - Job procedures F. Job allocation and work schedules G. Calculating staff strengths & Planning duty rosters, team work and leadership in house keeping H. Training in HKD, devising training programmes for HK Staff I. Inventory level for non recycled items J. Budget and budgetary controls K. The budget process L. Planning capital budget M. Planning operation budget N. Operating budget - controlling expenses - income statement O. Purchasing systems - methods of buying P. Stock records - issuing and control
Unit 2	HOUSEKEEPING IN INSTITUTIONS & FACILITIES OTHER THAN HOTELS
Unit 3	CONTRACT SERVICES A. Types of contract service B. Guidelines for hiring contract services C. Advantages & disadvantages of contract services
Unit 4	SAFETY AND SECURITY A. Safety awareness and accident prevention B. Fire safety and fire fighting C. Crime prevention and dealing with emergency situation
Unit 5	ENERGY AND WATER CONSERVATION IN HOUSEKEEPING OPERATIONS
Unit 6	INTERIOR DECORATION A. Elements of design B. Colour and its role in décor - types of colour schemes

	<ul style="list-style-type: none"> C. Windows and window treatment D. Lighting and lighting fixtures E. Floor finishes F. Carpets G. Furniture and fittings H. Accessories
Unit 7	<p>LAYOUT OF GUEST ROOMS</p> <ul style="list-style-type: none"> A. Sizes of rooms, sizes of furniture, furniture arrangement B. Principles of design C. Refurbishing and redecoration

PRACTICAL

S.No.	Topic
01	First Aid <ul style="list-style-type: none"> A. First aid kit B. Dealing with emergency situation
02	Special Decorations
03	Layout of a guest room
04	Team cleaning
05	Devising training modules/standard operating procedures/inspection check lists

Practical Guidelines :

Layout of a guest room graph paper (on scale)

20 Marks

Team cleaning

10 Marks

First Aids

20 Marks

Special Decoration (Team Job)	20 Marks
SOPs – written Exercise	10 Marks
Practical Journals	10 Marks
Viva	10 Marks

Student must given a time for 30 minutes for each exercise except (3,6,7).

6.4 FACILITY PLANNING

L T P

8 - -

S.No.	Topic
Unit 1	HOTEL DESIGN A. Design Consideration <ul style="list-style-type: none">- Attractive Appearance- Efficient Plan- Good location- Suitable material- Good workmanship- Sound financing- Competent Management
Unit 2	FACILITIES PLANNING The systematic layout planning pattern (SLP) Planning consideration

	<ul style="list-style-type: none"> A. flow process & Flow diagram B. procedure for determining space considering the guiding factors for guest room/ public facilities, support facilities & services, hotel administration, internal roads/budget hotel/ <p>Architectural consideration</p> <ul style="list-style-type: none"> A. Difference between carpet area plinth area and super built area, their relationships, reading of blue print (plumbing , electrical, AC, ventilation, FSI, FAR, public Areas) B. Approximate cost of construction estimation C. Approximate operating areas in budget type/5 star types hotel approximate other operating areas per guest room D. Approximate requirement and Estimation of water/electrical load gas, ventilation
Unit 3	<p>STAR CLASSIFICATION OF HOTEL</p> <p>Criteria for star classification of hotel</p> <p>(Five, four, three, two, one & heritage)</p>

Unit 4	<p>I- KITCHEN</p> <p>A. Equipment requirement for commercial kitchen</p> <ul style="list-style-type: none"> • Heating - gas / electrical • Cooling (for various catering establishment) <p>B. Developing Specification for various Kitchen equipments</p> <p>C. Planning of various support services (pot wash, wet grinding, chef room, larder, store & other staff facilities)</p>
	<p>II-KITCHEN LAY OUT & DESIGN</p> <p>A. Principles of kitchen layout and design</p> <p>B. Areas of the various kitchens with recommended dimension</p> <p>C. Factors that affect kitchen design</p> <p>D. Placement of equipment</p> <p>E. Flow of work</p> <p>F. Space allocation</p> <p>G. Kitchen equipment, manufactures and selection</p> <p>H. Layout of commercial kitchen (types, drawing a layout of a commercial kitchen)</p> <p>I. Budgeting for kitchen equipment</p>
	<p>III- KITCHEN STEWARDING LAYOUT AND DESIGN</p> <p>A. Importance of Kitchen stewarding</p> <p>B. Kitchen stewarding department layout and design</p> <p>C. Equipment found in kitchen stewarding department</p>
Unit 5	<p>STORES - LAYOUT AND DESIGN</p> <p>A. Stores layout and planning (dry, cold and bar)</p> <p>B. Various equipment of the stores</p> <p>C. Work flow in stores</p>
Unit 6	<p>ENERGY CONSERVATION</p> <p>A. Necessity for energy conservation</p> <p>B. Methods of conservation energy in different area of operation of a hotel</p> <p>C. Developing and implementing energy conservation program for a hotel</p>
Unit 7	<p>CAR PARKING</p>

	Calculation of car park area for different types of hotel
Unit 8	PLANNING FOR PHYSICALLY CHALLENGED
Unit 9	PROJECT MANAGEMENT A. Introduction to Network analysis B. Basic rules and procedure for network analysis C. C.P.M. and PERT D. Comparison of CPM and PERT E. Classroom exercises F. Network crashing determining crash cost, normal cost

6.5 TOURISM MARKETING

L T P

4 - -

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

Syllabus

Unit - 1 Understanding Entrepreneurship and Management

Introduction to Tourism Marketing - Approaches, Relevance and Role

Market Segmentation

Tourism Markets: International and Domestic

Unit - 2 Market Analysis

Marketing Research

Competitive Analysis and Strategies

Forecasting for Tourism and its Products

Role of Technology in Tourism Marketing

Unit - 3 Developmental Role of Marketing

Role of Public Organization

Role of Local Bodies

Role of NGOs

Socially Responsible Marketing

Social Marketing

Unit - 4

Marketing Mix

Product Designing

Pricing Strategies

Promotion Strategies

Distribution Strategies

The Fifth P: People, Process and Physical Evidence

Unit - 5

Marketing Mix: Specific Situations

Familiarization Tours

Seasonal Marketing

Tourism Fairs and Travel Markets

Unit - 6

Destination Marketing

Regions, Cities, Leisure Spots

Events, Activates, Individuals

Shopping, Education and Culture

Marketing Local Foods

Unit - 7

Accommodation Marketing

Star Category Hotels

Alternate' Accommodation

Supplementary Accommodation

Linkages in the Trade

Unit - 8 Transport and Travel Services Marketing

Air lines Marketing

Tourist Transport Marketing

Travel Agency Marketing

Tour Operators Marketing

6.6 RESEARCH PROJECT

L T P
- - 8

The purpose of research is to seek answers to problems through the application of scientific methodology, which guarantees that the information is reliable and unbiased. This information is utilized to make conclusions and recommend solutions. Good research depends on addressing key points based on a checklist approach. Some elementary factors need to be kept in mind while preparing a research and deciding the topic, these could be based on its relevance, feasibility, coverage, accuracy and research objectivity and ethics.

Based on the above principles, the research project would be prepared by a student under guidance of a faculty member, familiar with the scientific research methodology. The research would clearly spell out the objective, its findings, the methodology adopted, a conclusion and recommendations. The research project will then be presented to a panel of internal and external examiner through a report and viva voce.

Two hours per week have been allocated for guiding students in undertaking the research project. Research Methodology has already been taught in the 2nd year and topic for research allotted to students. In the 3rd year the student will undertake practical field research and preparation of the project. At term end, the research project will be presented before a panel. The research project will carry weightage of 100 marks equivalent to six credits.

Introduction	10 Marks
Research Objectives	10 Marks
Research Methodology	10 Marks
Data Analysis and finding	20 Marks

Conclusion and recommendation	10 Marks
Viva	20 Marks
Project Supervisor Report's	20 Marks

(Weekly assessment by maintaining a diary by the student and feed back about development of study)

GUEST SPEAKERS & SELF STUDY

As per the teaching scheme, two hours per week have been allocated for inviting Guest Speakers from the industry who would give a first hand input in the operational areas of hospitality management and allied service sectors. It would be mandatory to conduct at least 15 guest lectures per academic year for the benefit of 3rd year students who are to be prepared for entry to the industry. Relevant topics may be identified for guest speakers, creating a good academic interface with the industry. Besides, student must be encouraged to undertake self-study through assignments, including inputs from internal and external libraries, internet access, field visits, etc.

Staff Structure

Director/Principal	01	
Head of Department		01
Lecturer(Hotel Management)		06
Lecturer(Computer Engineering)	01	
Lecturer (English)	01	
Lecturer (Management)	01	
Steno/Typist		01
Accountant/Cashier	01	
Student Clerk		01
Librarian	01	
Storekeeper		01
Class IV	08	
Sweeper		Part Time As Per Requirement
Chaukidar & Mali		As Per Justification

Note : Qualification of the above staff as per U.P. Government Service Rule

Space Structure

Norms for space Basic Data

Annual Intake (3 year programme)

100

Total No. of student

300

Teaching faculty required

20

Administrative Area

Sq.m.

Principal/ Director/ HOD

30

Principal/ Director office

25

Main Office

100

Reception

25

Admn. Officer

40

Maintenance & Estate Office

40

Faculty rooms

200

Seminar room

30

Store

10

Drawing/ Reprographic

20

Total Carpet

520

Plinth area

730 Sqm

Academic Area

Sq.m.

Class room (2 nos.)

220

Tutorial room (3 nos.)

78

Library

100

Laboratories

Food Production

840

Food and beverage

750

Housing Operation

800

Computer Centre

50

Maintenance workshop

50

Total Carpet area

2888 sq.m

Total land space require for academic and administrative area

$$2 * (730 + 4043) = 9546 \text{ sqm. or } 2.4 \text{ acres}$$

Residential area and Amenities area (Desirable)

Assumption

One hostel block for 120 students is provided

Area required for residential block

$$120 \times 9 = 1080 \text{ sqm}$$

Other facilities

	Sq.m.
Kitchen and dining hall	200
Indoor games - Student centre	150
Medical room	50
Canteen	15
Warden office	18
Guest room (2 rooms 7)	18

Total carpet area for student for one hostel

1531 sqm

Total plinth area for student hostel

2145 sqm

for two hostels

4290 sqm

Staff Residence

Principal/ Director/HOD

140

Warden

100

Hostel type accommodation for 25% faculty 5*30

	150
Essential staff 5*20	
	100
Total carpet area for staff residences	
	490 sqm
Total plinth area	
	685 sqm
Amenities	
	Sq.m.
Guest House (5)	
	150
Student activity centre	
	75
Canteen and Cooperative store	
	200
Total carpet area	
	425
Plinth area	
	595

List of Equipment

Food Production (Kitchen) General Equipment List

Heavy Duty and medium

Microwave oven - 1, ratt pan-shallow tilting frypan - 2, Griddle/grill - 2, Cold counter (with sandwich unit) - 1, Torulsen (Reach in collar) - 1, Walk in Cooler - 1, Deep freezers - 1, Salamanders - 2, Slicing machine (gravity slicer) - 3, Dish Washing machine - 1, Precision scales - 3, Pasta machine - small table model - 1, Dough mixer - with attachments - 1, Food Mixer - with attachments - 1, Rich boiler - 1, Stockpots - 3, Masala grinder - 3, Deep fa trye -2, Convection oven - 1, Meat band saw (for regions only) -1, Food waste disposal unit - 1, Fish kettles - 2, Tandoor with rods - 1, Electric potato peeler (10-15 kg.) - 2, Buffalo chopper/mincer - 1, 4 burner gas range with oven and work table and stainless steel and sink with draining board - 60.

Light Equipment

Meat Thermometers - 2, Meat forks - 12, Filleting knives - 10, Butchers knives - 6, Boning knives - 6, Butchers saw - 2, Cleavers - 2, Cutlet bat - 2, Fish scissors - 3, Chefs knives case (8 per case) - 2, Carving knives - 2, mandolin - 2, Birds nest moulds - 2, Large Brass degchi - 6, Iron Kadai (different sizes) - 3, Dosa tawa - 2, Idli stamer - 2, Chapatti Puffer - 2, Pooori Machine manual - 1, Omelette pan-non stick - 30, Fry pan - 30, Fish slicers - 30, Frying spoon - 30, round laddle - 30, Grater - 30, roasting tork - 30, Wooden Spon and spatula each - 30, Saute pan-small and medium each - 30, Measuring jug - 30, Wire whisks - 30, Brasing panwith lid - 30, Conical strainer - 30, Colander - 30, Potato peeler - 30, Brass Degchi with lid - 30, Stainless steel degchi with lid - 30, S/s bowl, flat and round bottom each - 60.

Kitchen Equipment (per 100 Students)

Brass Pan 12" with lids - 6, Brass Pan 18" with lids-4, B.-ass Pan 24" with lids -4, Alumunium Pans with lids and handles -4, Brass Karai 1 B" -2, Brass Karai 24" -1, Flat spoons iron(Palta) -4, Round spoon 18" with wooden handle -12, Perforated spoons(iron) -6, Metal strainers - 2, Steel trays -1, Doz., Alumunium Trays -6, Rice servers - 2, Working tables stainless steel - 10, Sauce pans brass with handles -6, Sinks stainless steel - 6, Egg beaters -6, Graters stainless steel -4, Plastic containers -1 Doz. (1 kg. each), Grinding stone - 2, Cleavers heavy stainless steel - 4, Hot water boiler electric -1,

Fry Pan S/S	30	Rs. 250	7500.00
Non Stick Frying Pan	30	Rs. 450.00	13500.00
Chinese Kadai (Wok)	24	Rs. 1500.00	36000.00
Meat Hammer	24	Rs. 300.00	7200.00
Pizza Cutter	30	Rs. 200.00	6000.00
Potato Masher	24	Rs. 175.00	4200.00

Bakery

Bakery over with plates - 2, Proving Cabinet - 2, Ice Cream/ Sorbet machine - 1, Nylocast chopping Board - 2, Refrigerated marble top pastry bench - 3, Fat Thermometers - 2, Sugar Thermometers - 2, Parisienne scoopes - 6, Lemon Groovers - 6, Knife steels - . 30, Saccrometer - 2, Pastry pincher - 12, Croquembouche cone - 6, Cream whipper (electric) - 2, Long handled flat spoon(Palta) - 12, Halwai kadai - 12, Jalebi Tawa - 2, Long handled draining spoon - 12, Long handled wooden spoon - 12, Bread tins - 30, Cake tin round - 30, Cake tin rectangular - 30, Baking trays (small and large) - 30, Underlining trays - 72, Jelly moulds - 30, Borquette moulds - 30, Tartlette moulds - 30, Flan rings - 30, Savarin moulds - 30, Muffin trays - 60, Brioche moulds - 30, Doughnet cutter - 6, Fancy moulds assorted - 6, Animal cutter - 6, Vol au vent cutter - 6, Piping Bags - 30, Nozzels assorted - 6, Cooling racks - rectangular and round - 20, Rolling pins - 60, Serrated rolling pins - 30, Quiche moulds 30, Praline - 30, Chocolate moulds (assorted) - 30, Easter egg moulds - 30, Slotted s/s spoon - 30, s/s bowl, flat and round bottom each - 60, Egg slicer - 30, Lemon squeezer - 30, Tin openers - 30, Scooper noisette - 6 sets, Mugs s/s - 60, Kadai brass - 30, Cold counter - 2, Deep freezers - 2, Precision scales - 3, Dough mixer - 2, Convection oven - 1, Ice-cream/ sorbet machine - 1, Fat thermometers - 2, Large brass degchi - 6, Iroi. kadai - 12, Rolling pin - 30, Round ladle - 30, Grater - 30, Wooden spoon and spatula each - 30, Saute pan - 30, Measuring jug - 60, s/s degchi with lid - 30, s/s Bowl flat and round each - 60.

Kitchen Equipment Norms for a Bakery (per student)

Work table with marble top - 1, Enamel bowl small - 1, Enamel bowl large - 1, Brass thal - 2, Steel degchi - 1, Enamel mug - 2, Rolling pin - 1, Egg beater 1, Wooden spoon - 1, Scrapper - 1, Table spoon - 1, Fork - 1, Measuring jug enamel - 1, Tea spoon - 1, Measuring spoon set - 1, Sink - 1, s/s degchi - 1, Wire whisk - 1, Comb for decoration - 1, Piping bags with set of nozzles - 1, Strainer s/s - 1, s/s sieve - 1.

Food and Beverage Service Laboratory Equipment

Heavy Duty Equipment

Chafing dishes - 12, Coffee making machine - 1, Flammable rechaude - 1, Flammable pan-oval - 3, Flammable pan-round - 3, Hot plate - 1, Juice chiller 1, Juice extractor - 1, Ice-making machine - 1, Ice-flaking machine - 1, Plate dispenser electric - 1, Waring blender -1, Drink mixer -1, Gueridon - 1, Hors d'oeuvres/sweet - 1, Room service/ Carving - 1, Cigar cutter - 1, Cocktail shaker - 1, Cocktail strainer - 1, Bar spoon - 2, Check-flow pourer - 6, Corkcrew twin lever - 6, "ork screw-waiters friend - 36, Hydrometer - 1, Ice bucket - 1 i Ice tongs - 3, Non-drip portable bottle stand - 1. Optic measure pourer - 6, Pushup measure pourer - 4, Measure jiggers - 2, Nta mug grater - 2, Salvers 12"- 24, ">alvers-15"- 12, Wine cooler -, Wine cr4'oler - 3, Wine rack - 1, Bread and Butter plates - 288, Consomme cups - T,44, Coffee cups - 144, Flash plate 20cm - 144, Sweet plate 18 cms - 144, Dinner plate 25 cms - 144, Tea cups - 144, Avocado shells - 12, Asparagus plates - 6, Egg dish round earned - 12, Fish dishes - 12, Oyster plates - 12, Scallop shells - 12, Salad plates 12, Butter knives - 24, Cheese knives - 3, Coffee spoon - 72, Dessert fork 144, Dessert knife - 144, Dessert spoons - 144, Dinner fork - 144, Dinner knife - 144, Fish Knife - 72, Fish fork - 72, Fruit knife - 36, Fruit fork - 36, Gateau slice - 6, Grape fruit knife - 3, Grape fruit spoon - 36, Lobster crackers - 3, Lobster pick - 3, Mustard spoon - 12, Pastry fork - 36, Service spoon - 72, Service fork - 72, Steak knives - 12. Soup spoons - 144, Sugar tongs - 6, Butter dish with cover - 12, Candle sticks - 12, Chill cups - 12, Coups - 36, Cruet set - oil and vinegar - 3, Cruete set - pepper and salt - 36, Coffee pots - 36, Creamers - 12, Entree dishes - 24, Escargot dish/ tongs/ forks - 6, Finger bowls - 24, Hors d'oeuvres tray - 3, Milk jugs - 24, Menu stands - 24, Mustard pots - 24, Sauce boats - 12, Silver flat - 12, Sugar bowls - 12, Tea stainer - 24, Toast rack - 6, Water jugs - 24, Brandy ballon - 24, Champagne flute - 24, Champagne saucer - 60, Claret glass - 60, Goblet - 144, High ball glass - 60, Hock glass - 24, Juice glass - 144, Liquor glass - 24, Port glass 24, Sherry glass - 24, Whisky saucer - 24, Cocktail glasses - 24, Ashtray 60, Bread Boats - 24, Carving knife - 1, Carving Board - 2, Corn on the cob holder - 12, Fruit stand - 2, Pepper mill - 12, Plate cover - 36, Sugar bowl - 6, Table numbers - 1 to 48, Trays - 24.

Front Office Equipment and Furniture

Equipment

Room rack - 1, Information rack -1, Date and time stamping Tachine - 2, Message light system - 1, Reservation rack - 1, Space availability board -1, Call bell - 1, Trinning telephone - 4, Registration card holder - 3, Postal scale - 1, Front office. posting machine - 1, Guest folio tray - 1, Cash box - 1, Credit card Imprinter - 1, Calculating machine -2, Typewriter - 2, Wall clock - 1, Luggage Trolley - 1

Furniture

Reception counter - 1, Information counter - 1, F.O. cashiers counter - 1, Bell desk - 1, Lobby desk - 1, Mail and key rack - 1, Mail sorting rack - 1, Mail forwarding file - 1, Duplicate key rack - 1, Notice Board - 1, Bulletin board - 1, Chalk board with stand - 1, Guest history filing cabinet - 1, Reservation filing cabinet - 1, Reservation office table/ chair - 1.

Housekeeping Equipment

Room

Fan/ A.C - 1, Fitted carpet, single beds - 2, Bed heads - 2, Bed sheets - 2, Telephone - 1, Bed side Lamps - 2, Chest for drawers - 1, Wardrobe - 1, Desk - 1, Desk lamp - 1, Mirror - 1, Full length mirror - 1, Pictures/ Luggage rack 1, Arm chairs - 2, Coffee table - 1, Studying lamp - 1, Upright chair - 1, Curtains - as per requirement.

Bathroom

Shower curtains - as per requirement, Exhaust fan - as per requirement, Shelving - as per requirement, Toilet roll holders - as per requirement, Towel rails - as per requirement.

Housekeeping

Vacuum cleaner -1, Wet pickup machine -1, Scrubbing machine - 1, Carpet 1, Maids trolley - 1, Cleaners trolley - 1, Box carpet sweeper - 1.

Laundry

Sinks - 4, Laundry tables - 2, Laundry 'trolley - 1, Washing machine/ tumbler Drier (20 kg. - 1) (5 kg. - 1), Steam press - 1, Ironing Board - 2, Calendar - 1, Dry clean machine (1 0/1 5 kg.)- 1.

Glass Cleaning Kit

Rs. 10000.00

Flower Arrangement Equipment :

1.	Foam (Floral)	Rs. 200.00
2.	Grey/Brown Foam	Rs. 200.00
3.	Chicken Wire	Rs. 200.00
4.	Pin Holder	Rs. 100.00
5.	Prong	Rs. 100.00
6.	Florist's Cone	Rs. 200.00
7.	Adhesive Clay	Rs. 50.00
8.	Secaterus	Rs. 200.00
9.	Wire Cutter	Rs. 300.00
10.	Cocktail Sticks	Rs. 550.00
11.	Candle Holder	Rs. 100.00
12.	Vases & Jugs Baskets	Rs. 2000.00

13.	Rose Bowl	Rs. 600.00
14.	Candle Cup	Rs. 200.00
15.	Floral Foam Container	Rs. 550.00
16.	Mop Wringer Trolley	Rs.15000.00
17.	Hand Caddy	Rs. 1000.00
18.	Ladder	Rs. 10000.00
19.	V-Sweeper (Dry Mop)	Rs. 10000.00
20.	Wet Mop (Kentucky Mop)	Rs. 10000.00
21.	Squeegee	Rs. 2000.00
22.	Linen trolley	Rs. 8000.00
23.	Janitor's Trolley	Rs. 10000.00
24.	Sainbins	Rs. 1000.00
25.	Carpet Shampoo Machine	Rs. 60000.00
26.	Lint Free Glass Duster	Rs. 500.00
27.	Scrim	Rs, 500.00
28.	Chamois Leather	Rs. 1000.00

FOOD SCIENCE (Equipment and Furniture Requirement)

Refrigerator - 1, Incubator - 1, Hot air oven - 1, Autoclave - 1, Physical balances - 1, One pan balance - 1, Compound microscope - 10, Gas ranges - 2, Hot water bath - 1, Water distillation operator - 1, Steel almirah - 1, Apparatus racks - 4, Laboratory tables - 10, Stools - 20, Water taps fitted in laboratories tables - 10, Wire basket - 10, S/S degchis (medium size) - 4, Buckets (plastic) 2, Waste bin -1, Petri plates - 12 dozens, Test tube - 500, Glass slides (packet) -6, Brass spirit lamps - 12, s/s mug - 10, Inoculating loops - 20, Dropping reagent bottles(Brown glass)- 4 dozens, Tongs - 1 dozen, Test tube holders 1 dozen, Measuring spoon - 2 sets, Spatula - 10, Test tube stands - 10 big and 10 small, Pipette stands - 10, Glass apparatus-beakers - 100 ml, 250 ml, 500 ml - 1 dozen each, Measuring cylinders - 100cc-1 dozen, 1000cc-2 dozen, Conical flasks 250cc - 1 dozen, 500cc - 6 no., Pipettes 1 ml, 10ml, 20ml each, Pestle and mortar - 2, Burettes - 2, Funnels small and medium - 6 each.

Audio-visual and reproduction equipment

Overhead Projector - 6, Trolley for OHP - 6, Transparency sheets - 1500" Transparency frames - 1000, Marking pens-permanent - 100, Marking penswater soluble - 100, Transparency erasers - 24, Slice Projectors - 1, Slide Trays(for 50 slides) - 10, Carousel Slide projector - 2, Projection screen-wall 1, Video Cassette recorder - 1, Color TV/monitor - 1, Portable cassette records - 1, Photocopier - 1, Electronic stencil cutter - 1, Flip Board-portable - 3, Flannel board-portable - 1, Magnetic board portable - 1, Desk top publishing machine - 1.

COMPUTER LAB

LIST OF EQUIPMENTS

- 45 COMPUTERS WITH ALL ACCESSORIES LATEST VERSION

- MODEM

- INTERNET CONNECTION

- 45 COMPUTER TABLES

- 45 COMPUTER CHAIRS

- AIR CONDITIONER

- C.V.T

- O.H.P

- LAN

- DESKJET PRINTER

RESTAURANT EQUIPMENT

Item	No.
TABLES	16
CHAIRS	58
SIDE BOARD	06
BAR COUNTER	01
CUPBOARDS	04
RACKS	01
JOINT PLATES	84
RICE PLATES	15
TEA STRAINERS	10
BUTTER DISHES	15
COFFEE POTS	04
CONSOMME CUPS	40
SNAIL DISH	02
CRUET SETS	15
BUD VASES	10
AIRCONDITIONER	02
FANS	10
CHANDELIER	01
GUERIDON TROLEY	02
WINE BUCKET WITH STAND	01
TEA/COFFEE MACHINE	01
WALL MIRROR	01
SAUCE BOAT	01
MASTER BOARD	01

IMPORTED WINE OPENER	01
IMPORTED CITRUS SQUEEZER	01
CORK SCREW	01
CORK SCREW WITH CAP	01
BAR MEASURE(DBL. CUP)	01
SALAMANDER	01
CAKE SLICER	02
SOUP LADLE	01

GLASSWARE

WHITE WINE GLASS	24
RED WINE GLASS	24
ROLLY POLLY	24
BEER GOBLETS	24
PONY TUMBLERS	50
CHAMPAGNE TULIP	06
HI BALL	100
BRANDY BALLOON	06
SHOT GLASS	06
CHAMPAGNE FLUTE	06
CUT GLASS DECANTER 750 ml.	01
PILSNER GLASS	06
WHITE WINE GLASS GOLD BAND	12
CHAMPAGNE TULIP GOLD RIM	06

Cutlery & Crockery

A P SPOON	75
A P FORK	75

JOINT KNIFE	75
SOUP SPOON	24
SERVICE FORK	20
SERVICE SPOON	20
DESSERT SPOON	50
DESSERT FORK	24
FISH KNIFE	24
FISH FORK	24
TEA SPOON	20
CHESSE KNIFE	02
SNAIL FORKS	02
STEAK KNIFE	06
SUGAR POT	02
COFFEE SPOON	02
BUTTER DISH	15
CREAMER	06
TEA POTS	12
PLATTERS ASSORTED	25
SERVICE BOWLS	25
SIDE PLATES GOLD LINE	12
MEAT PLATES GOLD	12
SIDE PLATE	48
SALVERS	06
DESSERT PLATE	62
TEA CUPS	48
TEA SAUCERS	51

ASH TRAY	10
SOUP BOWLS	25
PLASTIC TRAY	12
COFFEE SPOONS	20
WATER JUGS	08
SOUP PLATES	21
WATER JUGS EPNS	03
DESSERT FORK GOLD HANDLE	10
AP KNIFE GOLD PLATED	11
DESSERT SPOON GOLD PLATED	12
TEA SPOON	08

‘जनकल ।दक सअंसनंजपवद’ बीमउम थवत
Diploma Course In Hotel Management & Catering Technology

I Semester

S.NO.	NAME OF SUBJECT	PERIOD		EXAMINATION SCHEME							
		PERWEEK		THEORY				PRACTICAL			
		Th	Pr.	EXAMINATION		Sess. Marks	Total Marks	EXAMINATION		Sess. Marks	Total Marks
				Dur.	Marks			Dur.	Marks		
1.1	FOUNDATION COURSE IN FOOD PRODUCTION	06	12	2.5	100	40	140	06	100	40	140
1.2	FOUNDATION COURSE IN FOOD & BEVERAGE SERVICE	04	08	2.5	100	40	140	03	75	35	110
1.3	BASIC NUTRITION & PRINCIPLE OF FOOD SCIENCE	06	--	2.5	50	20	70				
1.4	BASIC ACCOUNTANCY	06	--	2.5	50	20	70				

1.5	COMMUNICATION SKILL	06		2.5	50	20	70				
	DISCIPLINE										
	GAMES										
	Total	28	20		350	140	490		175	75	250

NOTE:-

- (1) Each period will be of 50 minutes duration.
- (2) Each session will be of 16 weeks.
- (3) Effective teaching will be at least 14 weeks.
- (4) Remaining periods will be utilised for revision etc.

‘जनकल ।दक म्अंसनंजपवद’ बीमउम थवत
Diploma Course In Hotel Management & Catering Technology

II Semester

S.NO.	NAME OF SUBJECT	PERIOD		EXAMINATION SCHEME							
		PERWEEK		THEORY				PRACTICAL			
		Th	Pr.	EXAMINATION		Sess. Marks	Total Marks	EXAMINATION		Sess. Marks	Total Marks
				Dur.	Marks			Dur.	Marks		
2.1	FOUNDATION COURSE IN ACCOMODATION OPERATION	06	08	2.5	100	40	140	03	75	35	110
2.2	FOUNDATION COURSE IN FRONT OFFICE	06	08	2.5	100	40	140	03	75	35	110
2.3	APPLICATION OF COMPUTER	04	04	2.5	50	20	70	03	50	20	70
2.4	HOTEL ENGINEERING	06	--	2.5	50	20	70	--	--	--	--
	DISCIPLINE GAMES										
	Total	22	20		300	120	420		200	90	290

NOTE:-

- (1) Each period will be of 50 minutes duration.
- (2) Each session will be of 16 weeks.
- (3) Effective teaching will be at least 14 weeks.
- (4) Remaining periods will be utilised for revision etc.
- (5) After the examination, The II Semester Students are scheduled for 20 weeks industrial training in Government Approved (Star Category) Hotel. It will be structured and supervised by institution. The student will submit the training report and certified log book from hotel department to hotel manager. The manager shall evaluate the student at hotel level for 100 marks for his performance and internal assessment for sessional marks will be done by the committee of institute for 40 marks and the external examiner will evaluate the student for 60 marks in IV Semester. In case, the hotel fails to award marks for allotted 100 marks, the grade should be given by the hotel. According to grade the marks will awarded by the

external examiner with the help of training placement officer of the institute. Certified log book and training report duly signed by training manager/manager of hotel have to submit to institute by student.

- (6) The external examiner should be appointed from hotel industry or hotel management institute.

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III Semester

S.NO.	NAME OF SUBJECT	PERIOD		EXAMINATION SCHEME							
		PERWEEK		THEORY				PRACTICAL			
		Th	Pr.	EXAMINATION		Sess. Marks	Total Marks	EXAMINATION		Sess. Marks	Total Marks
				Dur.	Marks			Dur.	Marks		
3.1	FOOD PRODUCTION OPERATION	03	08	2.5	100	40	140	06	80	40	120
3.2	FOOD & BEVERAGE SERVICE OPERATION	02	04	2.5	100	40	140	03	75	35	110
3.3	FRONT OFFICE OPERATION	02	04	2.5	100	40	140	03	75	35	110
3.4	ACCOMODATION OPERATION	02	04	2.5	100	40	140	03	75	35	110
3.5	HOTEL ACCOUNTANCY	04	--	2.5	50	20	70				
3.6	FOOD SAFETY AND QUALITY	04	--	2.5	50	20	70				
3.7	MANAGEMENT IN TOURISM	04		2.5	50	20	70				
3.8	COMMUNICATION SKILL IN ENGLISH	02		2.5	50	20	70				
3.9	HUMAN RESOURCE MANAGEMENT	03		2.5	50	20	70				
	DISCIPLINE GAMES										
	Total	26	20		650	260	910		305	145	450

IV Semester

S.NO.	NAME OF SUBJECT	PERIOD		EXAMINATION SCHEME							
		PERWEEK		THEORY				PRACTICAL			
		Th	Pr.	EXAMINATION		Sess. Marks	Total Marks	EXAMINATION		Sess. Marks	Total Marks
				Dur.	Marks			Dur.	Marks		
4.1	INDUSTRIAL TRAINING 20 WEEKS							60	140(*)	200	
	DISCIPLINE GAMES <u>Total</u>							60	140	200	

NOTE:-

- (1) Each period will be of 50 minutes duration.
- (2) Each session will be of 16 weeks.
- (3) Effective teaching will be at least 14 weeks
- (4) Remaining periods will be utilised for revision etc.
- (5) (*)The Hotel manager shall evaluate the student at hotel level for 100 marks for his performance and internal assessment for sessional marks will be done by the committee of institute for 40 marks

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V Semester

S.NO.	NAME OF SUBJECT	PERIOD		EXAMINATION SCHEME							
		PERWEEK		THEORY				PRACTICAL			
		Th	Pr.	EXAMINATION		Sess. Marks	Total Marks	EXAMINATION		Sess. Marks	Total Marks
				Dur.	Marks			Dur.	Marks		

5.1	ADVANCE FOOD PRODUCTION OPERATION	06	12	2.5	100	40	140	06	100	50	150
5.2	ADVANCE FOOD & BEVERAGE OPERATION	04	08	2.5	100	40	140	03	100	50	150
5.3	FOOD & BEVERAGE MANAGEMENT	06	--	2.5	50	20	70	--	--	--	--
5.4	FINANCIAL MANAGEMENT	06	--	2.5	100	40	140	--	--	--	--
5.5	STRATEGIC MANAGEMENT	04		2.5	50	20	70				
	DISCIPLINE GAMES										
	Total	26	20		400	160	560		200	100	300

1. Each period will be of 50 minutes duration.
2. Each session will be of 16 weeks.
3. Effective teaching will be at least 14 weeks
4. Remaining periods will be utilised for revision etc.

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VI Semester

S.NO.	NAME OF SUBJECT	PERIOD		EXAMINATION SCHEME							
		PERWEEK		THEORY				PRACTICAL			
		Th	Pr.	EXAMINATION		Sess. Marks	Total Marks	EXAMINATION		Sess. Marks	Total Marks
				Dur.	Marks			Dur.	Marks		
6.1	ENVIRONMENTAL EDUCATION & DIS. MANAGEMENT *	04	-	2.5	50	--	--	--	--	--	--
6.2	FRONT OFFICE MANAGEMENT	03	06	2.5	100	40	140	03	100	50	150

6.3	ACCOMODATION MANAGEMENT	03	06	2.5	100	40	140	03	100	50	150
6.4	FACILITY PLANNING	08	--	2.5	100	40	140	--	--	--	--
6.5	TOURISM MARKETING	06		2.5	50	20	70				
6.6	RESEARCH PROJECT	--	8	--	--	--	--	03	100	25	125
	DISCIPLINE GAMES										
	Total	24	20		350	140	490		300	225	725

Carry Over of I & II 30% 450

Carry Over of III & IV 70% 1127

V & VI 100% 1825

Grand Total

3402

NOTE:-

- (1) Each period will be of 50 minutes duration.
- (2) Each session will be of 16 weeks.
- (3) Effective teaching will be at least 14 weeks
- (4) Remaining periods will be utilised for revision etc.
- (5) (*) It is compulsory to appear & to pass in examination, But marks will not be included for division and percentage of obtained marks.