

"ज्ञानतीर्थ" परिसर, विष्णुपूरी, नांदेड - ४३१६०६ (महाराष्ट्र)

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED

"Dnyanteerth", Vishnupuri, Nanded - 431606 Maharashtra State (INDIA) Established on 17th September 1994 - Recognized by the UGC U/s 2(f) and 12(B), NAAC Re-accredited with 'A' Grade

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ILVER JUBILEE YEA

ग्रामीण पॉलीटेक्नीक विष्णुपुरी, नांदेड येथील विज्ञान व तंत्रज्ञान विद्याशाखेतील Bachelor in Hotel Management & Catering Technolgoy (B.H.M.C.T.) या विषयाचा प्रथम वर्षाचा CBCS Pattern नुसारचा अभ्यासक्रम शैक्षणिक वर्ष २०१९–२० पासून लागू करण्याबाबत.

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या परिपत्रकान्वये सर्व संबंधितांना कळविण्यात येते की, ग्रामीण पॉलीटेक्नीक विष्णुपुरी, नांदेड येथील विज्ञान व तंत्रज्ञान विद्याशाखेतील Bachelor in Hotel Management & Catering Technolgov (B.H.M.C.T.) या विषयाचा प्रथम वर्षाचा CBCS Pattern नुसारचा अभ्यासक्रम शैक्षणिक वर्ष २०१९–२० पासून लागू करण्याच्या दृष्टीने मा. विद्या परिषदेच्या कार्योत्तर मान्यतेच्या अधीन राहून मा. कुलगुरू महोदयांनी मान्यता दिलेली आहे.

सदरील परिपत्रक व अभ्यासक्रम प्रस्तुत विद्यापीठाच्या www.srtmun.ac.in या संकेतस्थळावर उपलब्ध आहेत. तरी सदरील बाब ही सर्व संबंधितांच्या निदर्शनास आणुन द्यावी.

'ज्ञानतीर्थ' परिसर,

विष्णुपुरी, नांदेड - ४३१ ६०६. जा.क्र.: शैक्षणिक—१/परिपत्रक/पदवी—सीबीसीएस अभ्यासक्रम/२०१९–२०/६४४

स्वाक्षरित / — उपकुलसचिव शैक्षणिक (१–अभ्यासमंडळ) विभाग

दिनांक : २३.०७.२०१९.

प्रत माहिती व पुढील कार्यवाहीस्तव :

१) मा. कुलसचिव यांचे कार्यालय, प्रस्तुत विद्यापीठ.

- २) मा. संचालक, परीक्षा व मूल्यमापन मंडळ यांचे कार्यालय, प्रस्तुत विद्यापीठ.
- ३) मा. प्राचार्य, ग्रामीण पॉलीटेक्नीक विष्णुपुरी, नांदेड.
- ४) साहाय्यक कुलसचिव, पदव्युत्तर विभाग, प्रस्तुत विद्यापीठ.
- ५) उपकुलसचिव, पात्रता विभाग, प्रस्तुत विद्यापीठ.
- ६) सिस्टम एक्सपर्ट, शैक्षणिक विभाग, प्रस्तुत विद्यापीठ.

Choice Base Credit System (CBCS) Course Structure (New Scheme)

BHMCT First Year

First Semester BHMCT Syllabus

Course No.	Course title	Periods/ Week	Total Period	Internal Evaluation	External Evaluation	Total Marks	Credits
	Foundation Course in Food						
CCHMCT-IA	Production I	03	45	10	40	50	2
	Foundation Course in Food		. –				
CCHMCT- II A	& Beverage Service I	03	45	10	40	50	2
	Foundation Course in		. –				
CCHMCT- III A		03	45	10	40	50	2
	Foundation Course in Front						
CCHMCT- IV A	Office Operation	03	45	10	40	50	2
CCHMCT- V A	Basic English Grammar	03	45	10	40	50	2
CCHMCT- VI A	Application of Computers	03	45	10	40	50	2
		Pra	ctical / Proje	ect			
CCHMCTP- I A	Food Production I -Practical	08	20	10	40	50	2
	Food & Beverage Service I -						
	Practical	04	20	10	40	50	2
	Communication Skill I –						
CCHMCTP- III A	Practical	03	20	10	40	50	2
	Application of Computers –						
CCHMCTP- IV A		03	20	10	40	50	2
		36				500	20

Choice Base Credit System (CBCS) Course Structure (New Scheme)

BHMCT First Year

Second Semester BHMCT Syllabus

Course No.	Course title	Periods/ Week	Total Period	Internal Evaluation	External Evaluation	Total Marks	Credits
	Foundation Course in Food						
CCHMCT- I B	Production II	03	45	10	40	50	2
	Foundation Course in Food &						
	Beverage Service II	03	45	10	40	50	2
CCHMCT- III B	Accommodation Operation I	03	45	10	40	50	2
CCHMCT- IV B	Front Office Operation I	03	45	10	40	50	2
	English Composition and						
CCHMCT- V B		03	45	10	40	50	2
CCHMCT- VI B	Food Science & Nutrition	03	45	10	40	50	2
	P	ractical / P	roject				
CCHMCTP- I B	Food Production II – Practical	08	20	10	40	50	2
	Food & Beverage Service II –						
CCHMCTP- II B	C	03	20	10	40	50	2
	Accommodation Operation I –						
CCHMCTP- III B	Practical	03	20	10	40	50	2
CCHMCTP- IV B	Front Office Operation I – Practical	02	20	10	40	50	2
CCHMCTP- V B	Food Science & Nutrition -Practical	02	20	10	40	50	2
		36				550	22

Note: Students must go for Four weeks vocational Industrial Training and submit their training report. Students who do not complete four weeks vocational Industrial Training will not be allowed to undergo industrial training during VII semester.

Choice Base Credit System (CBCS) Course Structure (New Scheme)

BHMCT Second Year

Third Semester BHMCT Syllabus

	Course title	Periods/ Week	Total Period	Internal Evaluation	External Evaluation	Total Marks	Credit
Course No.		v v e e e e	1 01104	Lituration	2 (unu unon		orean
CCHMCT-IC	Food Production Operation I	03	45	10	40	50	2
CCHMCT- II C	Food & Beverage Service Operation I	03	45	10	40	50	2
CCHMCT- III C	Accommodation Operation II	03	45	10	40	50	2
CCHMCT- IV C	Front Office Operation II	03	45	10	40	50	2
CCHMCT- V C	Professional Communication Skills	03	45	10	40	50	2
	Practic	cal / Project					
CCHMCTP- I C	Food Production III -Practical	08	20	10	40	50	2
CCHMCTP- II C	Food & Beverage Service III - Practical	03	20	10	40	50	2
CCHMCTP- III C	Accommodation Operation II – Practical	03	20	10	40	50	2
CCHMCTP- IV C	Front Office Operation II – Practical	02	20	10	40	50	2
CCHMCTP- V C	Professional Communication Skills	02	20	10	40	50	2
	Bakery & confectionery Management OR						
SCE I	Industrial Catering	03	20	10	40	50	2
		36				550	22

Choice Base Credit System (CBCS) Course Structure (New Scheme)

BHMCT Second Year

Fourth Semester BHMCT Syllabus

	Course title	Periods/ Week	Total Period	Internal Evaluation	External Evaluation	Total Marks	Credits
Course No.			4.5	10		<u> </u>	
CCHMCT-ID	Food Production Operation II	03	45	10	40	50	2
CCHMCT- II D	Food & Beverage Service Operation II	03	45	10	40	50	2
CCHMCT- III D	Accommodation Operation Management I	03	45	10	40	50	2
CCHMCT- IV D	Front Office Management I	03	45	10	40	50	2
	Principles of Management & Organizational		· [·		Г ¹	1	(
CCHMCT- V D	Behavior	03	45	10	40	50	2
CCHMCT- VI D	Basic French for Hotel Industry	03	45	10	40	50	2
CCHMCT- VII D	Hotel Accounting	03	45	10	40	50	2
	Practical / Pr	oject					
CCHMCTP- I D	Food Production IV -Practical	04	20	10	40	50	2
CCHMCTP- II D	Food & Beverage Service IV - Practical	03	20	10	40	50	2
CCHMCTP- III D	Accommodation Operation Management I -Practical	1 03	20	10	40	50	2
CCHMCTP- IV D	Front Office Management I -Practical	02	20	10	40	50	2
	Regional Classical Cuisine OR		,, ,		· ·		
	Advance Bakery & Icing Techniques	03	20	10	40	50	2
		36				600	24

Note: Students must go for Four weeks vocational Industrial Training and submit their training report. Students who do not complete four weeks vocational Industrial Training will not be allowed to undergo industrial training during VII semester.

Choice Base Credit System (CBCS) Course Structure (New Scheme)

BHMCT Third Year

Fifth Semester BHMCT Syllabus

Course No.	Course title	Periods/ Week	Total Period	Internal Evaluation	External Evaluation	Total Marks	Credits
CCHMCT-IE	Advance Food Production I	03	45	10	40	50	2
CCHMCT- II E	Advance Food & Beverage Service I	03	45	10	40	50	2
	Accommodation Operation						
CCHMCT- III E	Management II	03	45	10	40	50	2
CCHMCT- IV E	Front Office Management II	03	45	10	40	50	2
CCHMCT- V E	Effective Technical Communication	03	45	10	40	50	2
CCHMCT- VI E	Environmental Studies	03	45	10	40	50	***
	Pra	actical / Pr	oject				
CCHMCTP-IE	Food Production V -Practical	08	20	10	40	50	2
	Food & Beverage Service V –						
CCHMCTP- II E	Practical	03	20	10	40	50	2
	Accommodation Operation						
CCHMCTP- III E	Management II – Practical	02	20	10	40	50	2
CCHMCTP- IV E	Front Office Management II -Practical	02	20	10	40	50	2
	Hot And Cold Beverages OR						
SEC III	Hotel operation Software Skills	03	20	10	40	50	2
		36				550	20

Choice Base Credit System (CBCS) Course Structure (New Scheme)

BHMCT Third Year

Sixth Semester BHMCT Syllabus

	Course title	Periods/ Week	Total Period	Internal Evaluation	External Evaluation	Total Marks	Credits
Course No.	course the		I CI IOU	Evaluation	Evaluation	Wiai K 5	Creatis
CCHMCT-IF	Advance Food Production II	03	45	10	40	50	2
CCHMCT- II F	Advance Food & Beverage Service II	03	45	10	40	50	2
CCHMCT- III F	Research Project : Design & Methodology	03	45	10	40	50	2
CCHMCT- IV F	Travel & Tourism	03	45	10	40	50	2
CCHMCT-VF	Hospitality Marketing	03	45	10	40	50	2
CCHMCT- VI F	Interview and Seminar	03	45	10	40	50	2
CCHMCT- VII F	Hotel Maintenance	03	45	10	40	50	2
	Practic	al / Proje	ect				
CCHMCTP-IF	Food Production VI –Practical	04	20	10	40	50	2
CCHMCTP- II F	Food & Beverage Service VI – Practical	03	20	10	40	50	2
CCHMCTP- III F	Personality Development	03	20	10	40	50	2
CCHMCTP- IV F	Interview and Seminar	02	20	10	40	50	2
	Fruits & vegetable Carving Techniques						
	OR						
SEC IV	Club/ Resort Management	03	20	10	40	50	2
		36				600	24

Choice Base Credit System (CBCS) Course Structure (New Scheme)

BHMCT Fourth Year

Seventh Semester BHMCT Syllabus

Course No.	Course Title	Period /Week	Total Period	Internal Evaluation	External Evaluation	Total Marks	Credit
CCHMCT-IG	Industrial Training	48	672 (14 Weeks)	25	50	75	03
CCHMCT- II G	Seminar On Industrial Training			25	50	75	03
CCHMCT-III G	Logbook and Performance Appraisal			10	40	50	02
			•		•	200	08

Note: Students who do not complete combine eight weeks of industrial training and submit their training report after II and IV Semester will not be allowed to undergo industrial training during the VII semester.

Choice Base Credit System (CBCS) Course Structure (New Scheme)

BHMCT Fourth Year

Eighth Semester BHMCT Syllabus

Course No.	Course title	Periods/ Week	Total Period	Internal Evaluation	External Evaluation	Total Marks	Credits
CCHMCT-IH	Indian Heritage & Culture	03	45	10	40	50	2
CCHMCT- II H	Hotel Law & Corporate Governance	03	45	10	40	50	2
CCHMCT- III H	Food & Beverage Management & Control	03	45	10	40	50	2
CCHMCT- IV H	Human Resource Management	03	45	10	40	50	2
CCHMCT- V H	Entrepreneurship Development	03	45	10	40	50	2
	Professional Elective:						
	Food Presentation & Styling OR						
CCHMCT- VI H	Event Management	03	45	10	40	50	2
	Open Elective:						
	International Tourism OR						
CCHMCT- VII H	Health & Safety For Hotel Staff	03	45	10	40	50	2
	Practic	al / Proje	ect				
I	Food & Beverage Management & Control-						
CCHMCTP-IH	0 0	03	45	10	40	50	2
CCHMCTP- II H	Professional Elective- Project	06	90	10	40	50	2
CCHMCTP- III H	Open Elective- Project	06	90	10	40	50	2
		36				500	20
Total Marks &							
Credits For							
BHMCT I II III &						4050	160
IV Year						4030	100

NOTE: 1) Laboratory courses include Skill Enhance Course practicals as mention therein.

- 2) Internal evaluation for theory papers includes-1) Attendance 2) Assignment 3) Seminar 4) Unit Test
 5) Involvement of students in class (Each Criteria Carry 2 Marks)
- 3) Internal evaluation for laboratory course includes record books.

BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

Salient Features:-

Syllabus includes all important aspects of food production.

Learning Objectives:-

To prepare the students to cater to the need of the industry, it is important

to inculcate in them sound knowledge of the principles of Food Production so that they can be put to use in an efficient & effective way.

Out-come:-

Will prepare students to understand culinary history, aims and objectives of cooking and various methods food production. It will also help students to learn the various aspects of cooking.

		COURSE IN FOOD PRODUCTION - I	Theory
Course c	ode: CCHMCT - I A	Semester : I	
Credits :	- 2		
Theory : 3	hrs/week	Maximum Marks : 50 Internal: 10 External: 40	
		Contents	Marks
1.	modern cookery,Indian regionalcuis	velopment of the culinary art from the middle ages to ine, al cuisine, French, Italian, Chinese. And their basic Characteristics	02
2.	Personal hygieneUniforms & protect	l experiences aviour in the kitchen	04
3.	 Classical Brigade Modern staffing in Roles of executive Duties and respon 	DEPARTMENT AND KITCHEN various category hotels chef sibilities of various chefs other departments	04
4	Explanation with eWestern and India	n Culinary terms	03
5.	AIMS & OBJECTS OF C • Aims and objective • Various textures • Various consistence • Techniques used in • Techniques used in • Principles of a bala	es of cooking food ties n pre-preparation	05

6	METHODS OF COOKING FOOD	06
	Roasting	
	Grilling	
	Frying	
	Baking	
	Broiling	
	Poaching	
	Boiling	
	stewing	
	Principles of each of the above	
	Care and precautions to be taken	
	 Selection of food for each type of cooking 	
7.1	VEGETABLE AND FRUIT COOKERY	06s
	 Introduction - classification of vegetables 	
	Pigments and colour changes	
	Effects of heat onvegetables	
	Cuts of vegetables	
	Classification of fruits	
	Uses of fruit in cookery	
	Saladsand salad dressings	
7.2	STOCKS	
	Definition of stock	
	Types of stock	
	Preparation of stock	
	Recipes	
	Storage of stocks	
	Uses of stocks	
	Care and precautions	
7.3	SAUCES	
	Classification of sauces	
	Recipes for mother sauces	
	Storage & precautions	
8.1	COMMODITIES	06
0	Shortenings (Fats & Oils)	
	Role of Shortenings	
	Varieties of Shortenings	
	 Advantages and Disadvantages of using various Shortenings 	
	• Fats & Oil - Types, varieties	
8.2	Raising Agents	1
-	Classification of Raising Agents	
	Role of Raising Agents	
	Actions and Reactions	
8.3		-
0.5	 Thickening Agents Classification of thickening agents 	
	Role of Thickening agents	

8.4	Sugar	
	Importance of Sugar	
	Types of Sugar	
	Cooking of Sugar - various	
9	Bakery	04
	• Bread Making: Recipes and method of baking different types of breads eg. White, Brown, Frenchbread loaf etc.	
	Simple Cakes	
	Cookies	
	Simple Hot and Cold Puddings, Mousse, Souffle & Bavarois	
	Total	40

BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

Nameo	fthe Course: FOUNDATION COURSE I	N FOOD PRODUCTION	Practical
Course	code: CCBHMCT P-I A	Semester : I	
Teachi	ng Scheme	Maximum Marks : 50 Internal: 10 External: 40	
	al : 8hrs		
Credits	: - 2		
	Co	ontents	
1.	Equipments - Identification, Desc	ription Uses & bandling	
1.			
	 Hygiene - Kitchen etiquettes, Prace Safety and security in kitchen 	clices & kille halluting	
2.	Vegetables		
۷.	Classification		
		ne, brunoise, paysanne, mignonette, dices,	
	cubes, shred, mirepoix	ne, branoise, paysanne, mignonette, alees,	
	Preparation of salad dressings		
3.	Basic Cooking methods and pre -prep	parations	
	Blanching of Tomatoes and Capsic		
	Preparation of concasse		
	Boiling (potatoes, Beans, Cauliflo	wer, etc)	
		ng, sautéing) Aubergines, Potatoes, etc.	
	 Braising - Onions, Leeks, Cabbage 	2	
	 Starch cooking (Rice, Pasta, Potat 	toes)	
4	Stocks		
	 Types of stocks (White and Brown 	stock)	
	• Fish stock		
	Emergency stock		
	Fungi stock		
5.	 Sauces - Basic mother sauces Béchamel 		
	Espagnole		
	Veloute		
	Hollandaise		
	Mayonnaise		
	Tomato		
6.1	Simple Salads & Soups		
0.1	Cole slaw,		
	 Potato salad, 		
	Beet root salad,		
	• Green salad,		
	• Fruit salad,		
	Consommé		

6.2	Simple Egg preparations	
	• Scotch egg,	
	Assorted omelettes,	
	Oeuf Florentine	
	Oeuf Benedict	
	Oeuf Farci	
	Oeuf Portugese	
6.3	Simple potato preparations	
	Baked potatoes	
	Mashed potatoes	
	French fries	
	Roasted potatoes	
	Boiled potatoes	
	Lyonnaise potatoes	
	Allumettes	
6.4	Vegetable preparations	
	Boiled vegetables	
	Glazed vegetables	
	Fried vegetables	
	Stewed vegetables.	
	•	
7	Bakery Equipments and Ingredients	
	Identification	
	Uses and handling	
	 Ingredients - Qualitative and quantitative measures 	
8	BREAD MAKING	
	 Demonstration & Preparation of Simple and enriched bread recipes 	
	Bread Loaf (White and Brown)	
	Bread Rolls (Various shapes)	
	French Bread	
	Brioche	
0	SIMPLE COOKIES	
9	Demonstration and Preparation of simple cookies like	
	Nan Khatai	
	Golden Goodies	
	Melting moments	
	Swiss tart	
	Tri colour biscuits Changelate akin	
	Chocolate chip Cashian	
	Cookies Changelate Cream Finners	
	Chocolate Cream Fingers	
	Bachelor Buttons.	

Reference Books:

- 1. Practical Cookery- Victor Ceserani & Ronald Kinton, ELBS
- 2. Theory of Catering- Victor Ceserani & Ronald Kinton, ELBS
- 3. Theory of Catering- Mrs. K. Arora, Franck Brothers

4. Modern Cookery for Teaching & Trade vol I – Ms. Thangam Philip, Orient Longman

- 5. The Professional Chef (4th Edition)- Le Rol A, Polson
- 6. The Book of Ingredients- Jane Grigson
- 7. Food Commodities- Bernard Davis

BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

Salient Features:-

Syllabus includes all important aspects of food and beverage service.

Learning Objectives:-

The course will give the students a comprehensive knowledge and develop technical skills in the basic aspects of food & beverage service operations in the Hotel Industry.

Out-come:-

Will prepare students to understand hotel and catering industry, departmental organization and staffing. It will also help students to learn the alcoholic and non alcoholic beverages.

Name	of the Course : FOUNDATION COURSE	IN FOOD & BEVERAGE SERVICE –I	Theory
Cours	e code: CCHMCT -II A	Semester : I	
Credit	s : - 2		
Theory	/:3 hrs/week	Maximum Marks : 50 Internal: 10 External: 40	
	Contents		MARKS
1.	 THE HOTEL & CATERING INDUSTRY Introduction to the Hotel Industry Types of F&B operations Classification of Commercial, Reside Philanthropic/ Welfare Catering - I 		06
2.	DEPARTMENTAL ORGANISATIONS &		08
	 Organisation of F&B department of Principal staff of various types of French terms related to F&B staff Duties & responsibilities of F&B staff Attributes of a waiter Inter-departmental relationships 	F&B operations	
3.	 FOOD SERVICE AREAS (F & B OUTLE Specialty Restaurants Coffee Shop Cafeteria Fast Food (Quick Service Restaura Banquets Bar Discotheque 		06
4	ANCILLIARY DEPARTMENTS Still Room/ Pantry Silver Room/ Plate Room/ Store Linen room Kitchen stewarding/ Scullery 		06

5.	F & B SERVICE EQUIPMENT	06
	Cutlery	
	Crockery	
	Glassware	
	Flatware	
	Hollowware	
	All Other Equipment Used in F&B Service	
	French Term Related with Equipment	

6	NON-ALCOHOLIC BEVERAGES	08
	Classification (Nourishing, Stimulating and Refreshing beverages)	
	Tea (Origin , Manufacture, Types & Brands	
	Coffee(Origin , Manufacture, Types & Brands)	
	Juices and SoftDrinks	
	Cocoa & Malted Beverages(Origin & Manufacture)	
	Total	40

BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

Nam	e of the Course : FOUNDATION COUR	SE IN FOOD & BEVERAGE SERVICE –I	Practical
Cou	rse code: CCBHMCT P-II A	Semester : I	
Teac	ching Scheme	Maximum Marks : 50 Internal: 10 External: 40	
	tical : 4hrs		
Cred	lits : - 2		
Conte	ents		
1.	 Food Service areas Induction & Profile of the areas Ancillary F& B Service areas - Ind Familiarization of F&B Service ed Care & Maintenance of F&B Servi Cleaning / polishing of EPNS item Plate Powder method Silver Dip method Burnishing Machine 	quipment ce equipment	
2.	 Basic Technical Skills Holding Service Spoon & Fork Carrying a Tray / Salver Laying a Table Cloth Changing a Table Cloth during se Table Laying for Fours Course Mea Rules to be observed while laying Stacking Sideboard Service of Water Napkin Folds Changing dirty ashtray Cleaning & polishing glassware 	l (Continental, Indian , Chinese	
3	Preparation and Services		
•	 Tea Service Coffee Service Mocktails - Preparation & Service Service of Juices, Soft drinks, Mir Cocoa & Malted Beverages Service 	neral water, Tonic water	

Reference Books:

1. Food & Beverage Service- Lillicrap & Cousines, ELBS

2. Modern Restaurants Service- John Fuller, Hutchinson

3. Food & Beverage Service Training Manual- Sudhir Andrews, Tata McGraw Hill

BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

Salient Features:-

Syllabus includes all important aspects of housekeeping department of hotel industry.

Learning Objectives:-

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

Out-come:-

Will prepare students to understand housekeeping and its role in hospitality industry, duties and responsibility of housekeeping staff, cleaning equipment and care of cleaning equipments, cleaning different surfaces and interdepartmental relationship with other department.

Nam	e of the Course : FOUNDATION COU	RSE IN ACCOMMODATION OPERATION	Theory
Cour	se code: CCHMCT- III A	Semester : I	
Cred	its : - 2		
Theo	ry:3 hrs/week	Maximum Marks : 50 Internal: 10 External: 40	
	Contents		MARKS
1.	HOUSEKEEPING AND ITS ROLE	IN HOSPITALITY OPERATION	02
2	ORGANISATION CHART OF THE	HOUSEKEEPING DEPARTMENT	02
	Organization chart of small	hotels	
	Organization chart of medi		
	Organization chart of large	hotels	
3	DUTIES AND RESPONSIBILITIES	OF HOUSEKEEPING STAFF	04
	 Job description and job satis 	sfaction	
	Identifying housekeeping relationshipsing for the second sec	sponsibilities	
	 Duties and responsibilities of 	of housekeeping staff	
	Personal traits of housekeep		
4.	LAYOUT IN HOUSEKEEPING DEI	PARTMENT	04
	 Layout of housekeepingdep 	artment	
	Layout of current rooms		
	 Guest room amenities 		
5.	INTERDEPARTMENTAL RELATION	DNSHIP	04
	With front Office		
	With Maintenancedepartme	ent	
	With Security department		
	With Store department		
	With Account department		
	 With other departments 		
6.	CLEANING AGENTS		04
	General criteria forselection		
	Classification		
	 Use, care and storage 		
	 Use of Eco-friendly products 	s in housekeeping	

7.	CLEANING EQUIPMENTS AND CARE OF CLEANING EQUIPMENT	04
	Manual cleaning equipment	
	Mechanical cleaning equipment	
	Care of cleaning equipment	
8.	CLEANING DIFFERENT SURFACES	06
	Metals	
	Glass	
	Leather	
	Plastics	
	Ceramics	
	Wood	

	Othe	r floor and wall finishes			
9.		AN ORGANIZATION ciples of cleaning			06
		it room cleaning			
		ning front of the house once			
	Clea	ning back of the house once			
10.	TYPES OF	BEDS AND MATTERSSESS			04
				Total	40
Text Bo	ooks:				
Name	of Authors	Titles of the Book	Edition	Name of the P	ublisher
	nce books :				
Name	of Authors	Titles of the Book	Edition	Name of the P	ublisher
Iries Jo	nes &	Commercial Housekeeping and		Stanley Thrones (Publisher	
Cynthia Phillip		Maintenance		Ltd.	
Sudhir /	Andrews	Hotel Housekeeping Training manual		Tata Mc Graw Hill	ls
S.K.Kau S.N.Gau		Accommodation Operation Management		Frank Bros & Co,	Noida
Sudhir Andrews		Hotel Housekeeping Management and Operations		Tata Mc Graw Hill Companies	l
Malini Singh & Jaya.B.George		Housekeeping Operations, Designs & Management		Jaico	
Margaret M.Kappa, Aleta Nitschke & Patricia B.Schappert		Housekeeping Mangement		Educational Institu American Hotels & Association	
G.Raghubalan & Smritee Raghubalan		Hotel Housekeeping Operations & Management		Oxford UniversityPress	
	Brausen& Lennox	Hotel, Hostel & Hospital Housekeeping		ELST Publisher	
	n Schneider gia Tucker	The Professional Housekeeper		Van Nostrand Reinhold	

BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

Salient Features:-

Syllabus includes all important aspects of front office department of hotel industry.

Learning Objectives:-

This course aims to establish the importance of Front Office within the hospitality industry. It also prepares the student to acquire basic skills and knowledge necessary to identify the required standards.

Out-come:-

Will prepare students to understand front office and its role in hospitality industry, introduce students to hospitality industry, co-ordination of front office with other department, types of guest and types of rooms.

Cour	se code: CCHMCT- IV A	Semester : I	
Credi	its : - 2	Maximum Marks : 50 Internal: 10 External: 40	
Theo	ry:3 hrs/week		
	Contents		MARKS
1.	tourism, famous hotels world	development of hospitality industry and dwide. I on various categories like size, stay, facilities, ownership)	06
2	Front Office Department		06
		Office department with other departments of the hotel desk(Manual and Automated)	
3.	large hotels)Duties and responsibilities of v		08
4.	Guest Types FIT, VIP, Business Travelers, G Tours, Domestic, Int ernationa	IT, Special Interest	06
5.	 Room Types Types of rooms, concept of Exe Food / Meal plans. 		06

6.	Role of Front Office	08
	 Key control and key handling procedures 	
	 Rules of the house (for guest and staff) 	
	Black list	
	Bell Desk and Concierge - role & functions performed	
	Role of lobby manager	
	Hospitality Desk, role & functions	
	Valet service	
	Total	40

Reference	eference books :		
SR.No			
1	Check in Check out (Jerome Vallen)		
2	Hotel Front Office Training Manual. (Sudhir Andrews)		
3	Principles of Hotel Front Office Operations (Sue Baker, P. Bradley, J. Huyton)		
4	Hotel Front Office (Bruce Braham)		
5	Managing Front Office Operations (Michael Kasavana, Charles Steadmon)		
6	Front Office Procedures and Management (Peter Abbott)		
7	Front Office operations/Accommodations Operations (Colin Dix)		
8	Front Office Operation and Administration (Dennis Foster)		
9	Hotel Front Office - Operations & Management (Jatashankar .R. Tewari)		
10	Front Office Management -S.K.Bhatnagar		

BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

Salient Features:-

Syllabus includes all important aspects of basic English grammar.

Learning Objectives:-

- To improve Basic English grammar and linguistic skills of the learners.
- To make students competent to compose sentences in English accordingly.
- To familiarize them with rules of word formation and word classes..
- To make them aware of common errors in English language and rectify them.
- To enhance vocabulary of English language and its situational usage.
- To make them competent for proper and meaningful oral and written communication.

Out-come:-

Students are expected to learn, improve and excel in English language. The same anticipates them to explore in communication in English language.

Name of the Course : BASIC ENGLISH GRAMMAR		THEORY	
Course code: CCHMCT- V A Credits : - 2			
	Contents		MARKS
1.	English Language Fundamentals		08
	Noun		
	Pronoun		
	Verb		
	Adverb		
	Adjectives		
	Subject Verb Agreement		
	Noun Pronoun Agreement		
2	English Language Usage		06
	Articles		
	Prepositions		
	Conjunctions		
	Interjections		
	Modal Auxiliaries		
3.	Composition and Conversion		06
	Tense and Application		
	Degree and Conversion		

	Total	40
	• Idioms and phrases	
	One word substitutes	
	• Antonyms	
	• Synonyms	
	• Use of dictionary	
	• Use of thesaurus	
6	Vocabulary Building	06
	Common Errors Sentences	
	Common Errors Spellings	
	Common Errors Grammar	
	All Rules of Capitalization	
	Importance of Proper Punctuation	
	Punctuation Marks	
5	Punctuation and Common Errors	08
	Prefix and Suffixes	
	• Word Formation [Verb, Noun, Adverb and Adjectives]	
	Word Classes	
4.	Word Formation	04
	Types of Sentences [Assertive, Imperative, Interrogative and Exclamatory]	
	Clauses: [Simple, Complex and Compound.]	
	Direct and Indirect Speech	
	Active and Passive Voice	

2	Business Communication - Sinha
3	Grammar and composition - Wren and Martin
4	Front Office Management -S.K.Bhatnagar

BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

Name	of the Course : BASIC ENGLISH GRAM	MAR	PRACTICAL
Cours	e code: CCHMCTP- III A	Semester : I	
Credit	s:-2	Maximum Marks : 50 Internal: 10 External: 40	
Theory	y:3 hrs/week		
	Contents		
1.	Identification and apt usage of common	n elements in English language as not	un,
	pronoun, verb, adverbs, adjectives, etc. in	given situations	
2	Identification and interchange of subject-v in English language.	rerb agreement, noun-pronoun agreemer	it
3	Identification and application of articles,	prepositions, conjunctions, etc as per t	he
	given context in different sentences.		
4	Situational usage of model auxiliaries as p	per the different contexts in given sentence	es
	in English language.	3	
5	Transformation of sentences in different te	enses and correct usage of tense as per t	he
	context in sentences.		
6	Transformation of active and passive sentences.	voices as per the given context in t	he
7	Formation and changing of word categorie	es to form different kinds of words and wo	ord
	classes in English language.		
8	Identification of common errors of gra	ammar, spellings and others in Engli	sh
	sentences, paragraphs and making them of	correct	
9	Usage of dictionary, thesaurus for giver	n words, phrases to trace out their corre	ect
	meaning and usage.		
1.0			
10	Usage of one word substitutes and idioms		
	Note: <u>This is the suggestive list of assig</u>		
	classroom / language lab. However, the	subject teacher is free to set, design n	ew
	assignment / practicals in relevance with	the subject content.	
	(Any eight assignments to be conducted a	and submitted to the subject teacher to fo	rm
	the record of the subject).		

Reference Books:

- 1. Practical English Usage. Michael Swan. OUP. 1995.
- 2. Remedial English Grammar. F.T. Wood. Macmillan.2007.
- 3. A Communicative Grammar of English, Geoffrey Leach, Jan Svartvik, Pearson Publication, 2007.
- 4. Meenakshi Raman and Sangeeta Sharma *Technical Communication Principles and Practice,* Third Edition. Oxford University Press, New Delhi, 2015.

BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

Salient Features:-

Syllabus includes all important aspects of application of computer.

Learning Objectives:-

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

Out-come:-

Will prepare students to understand basic windows operation, MS word, MS excel, Powerpoint and internet surfing.

Name	of the Course : APPLICATION O	F COMPUTERS	THEORY
Cours	e code: CCHMCT- VI A	Semester : I	
Credit	s : - 2	Maximum Marks : 50 Internal: 10 External: 40	
Theory	y:3 hrs/week		
	Contents		MARKS
1.	BASIC WINDOWS OPERATION	IS	06
	 Creating Folders 		
	 Creating Shortcuts 		
	 Notepad 		
	Calculator		
	 Taskbar 		
	Copying and Moving File	es/Folders	
	Renaming Files/ Folders		
	 Deleting Files/Folders 		
	 Windows Explorer 		
	Quick Menus		
	 ControlPanel 		
2	MS WORD 2010		10
2.1	CREATING A DOCUM	IENT	
	 Entering Text 		
	 Saving the Document 		
	 Editing a Document alr 	•	
	Find and Replace Operation	ations	
	 Password Protection 		
	Printing the Document		
2.2	FORMATTING A DOCUMEN	Г	
	 Justifying Paragraphs 		
	Changing Paragraph Inc		
	 Setting Tabs and Margi 		
	 Formatting Pages and 		
	 Using Bullets and Number 	pering	
	Headers and Footers		
	 Page Orientation 		

2.3	SPECIAL EFFECTS	
	Print Special Effects	
	Bold, Underline, Superscripts, Subscript	
	Changing Fonts	
	Changing Case	
2.4	4 CUT, COPY AND PASTE OPERATION	
	Marking Blocks	
	Copying and Pasting a Block	
	Cutting and Pasting a Block	

	Deleting a Block	
	Formatting a Block	
	Using Find and Replace in a Block	
2.5	USING MS-WORD TOOLS	
	Spelling and Grammar	
	Mail Merge	
	Printing Envelops and Labels	
2.6	TABLES	
	Create	
	• Delete	
	Format	
	GRAPHICS	
	Inserting Cliparts	
	• Symbols (Border/Shading)	
	Word Art	
	Inserting Picture from File	
2.7	PRINT OPTIONS	
	Previewing the Document	
	Printing a whole Document	
	Printing a Specific Page	
	Printing a selected set	
	Printing Several Documents	
	Printing More than one Copies	
3	MS-EXCEL 2010	10
3.1	> HOW TO USE EXCEL	
	Starting Excel	
	Parts of the Excel Screen	
	Parts of the Worksheet	
	Navigating in a Worksheet	
	Getting to know mouse pointer shapes	
3.2	CREATING A SPREADSHEET	
	Starting a new worksheet	
	Entering the three different types of data in a worksheet	
	Creating simple formulas	
	Formatting data for decimal points	
	Editing data in a worksheet	
	Using AutoFill	
	Blocking data	
	Saving a worksheet	
2 2	Exiting excel	
3.3	MAKING THE WORKSHEET LOOK PRETTY	
	Selecting cells to format Trimming tables with Auto Format	
	Formatting cells for:	
	Currency	
	Comma	
	Percent	
	Decimal	

 Date Changing columns width and row height Aligning text 	_
Aligning text Top to bottom Text wrap Re ordering Orientation Using Borders 3.4 GOING THROUGH CHANGES Opening workbook files for editing Undoing the mistakes Moving and copying with drag and drop 	_
 Top to bottom Text wrap Re ordering Orientation Using Borders 3.4 GOING THROUGH CHANGES Opening workbook files for editing Undoing the mistakes Moving and copying with drag and drop 	_
 Text wrap Reordering Orientation Using Borders 3.4 GOING THROUGH CHANGES Opening workbook files for editing Undoing the mistakes Moving and copying with drag and drop 	_
 Reordering Orientation Using Borders 3.4 GOING THROUGH CHANGES Opening workbook files for editing Undoing the mistakes Moving and copying with drag and drop 	_
Using Borders 3.4 GOING THROUGH CHANGES • Opening workbook files for editing • Undoing the mistakes • Moving and copying with drag and drop	_
 3.4 GOING THROUGH CHANGES Opening workbook files for editing Undoing the mistakes Moving and copying with drag and drop 	-
 Opening workbook files for editing Undoing the mistakes Moving and copying with drag and drop 	
Undoing the mistakesMoving and copying with drag and drop	
 Moving and copying with drag and drop 	
 Moving and copying with drag and drop 	
Copying formulas	
 Moving and Copying with Cut, Copy and Paste 	
 Deleting cell entries 	
 Deleting columns and rows from worksheet 	
Inserting columns and rows in a worksheet Spell checking the worksheet	
Spell checking the worksheet	_
3.5 PRINTING THE WORKSHEET	
Previewing pages before printing	
Printing from the Standard toolbar	
Printing a part of a worksheet	
 Changing the orientation of the printing 	
 Printing the whole worksheet in a single pages 	
 Adding a header and footer to a report 	
 Inserting page breaks in a report 	
 Printing the formulas in the worksheet 	
3.6 ADDITIONAL FEATURES OF A WORKSHEET	
 Splitting worksheet window into two four panes 	
 Freezing columns and rows on -screen for worksheet title 	
Attaching comments to cells	
 Finding and replacing data in the worksheet 	
 Protecting a worksheet 	
Function commands	
3.7 MAINTAINING MULTIPLE WORKSHEET	-
MOVING FROM SHEET IN A WORKSHEET	
ADDING MORE SHEETS TO A WORKBOOK	
ADDING MORE SHEETS TO A WORKBOOK DELETING SHEETS FROM A WORKBOOK	
NAMING SHEET TABS OTHER THAN SHEET 1, SHEET 2 AND SO ON CODVING OR MOVING SUFERTS FROM ONE MODIFIED	
COPYING OR MOVING SHEETS FROM ONE WORKSHEET TO ANOTHER	_
3.8 CREATING GRAPHICS/ CHARTS	
Using Chart wizard	
Changing the Chart with the Chart Toolbar	
 Formatting the chart's axes 	
Addingatextboxtoachart	
Changing the orientation of a 3-D chart	
 Using drawing tools to add graphics to chart and worksheet 	
 Printing a chart with printing the rest of the worksheet data 	

3.9	EXCEL'S DATABASE FACILITIES	
	Setting up a database	
	Sorting records in the database	
4.	MS-POWER POINT 2010	08
	Making a simple presentation	
	Using Auto content Wizards and Templates	
	Power Points fiveviews	
	• Slides	
	Creating Slides, re -arranging, modifying	
	Inserting pictures, objects	
	Setting up a Slide Show	
	Creating an Organizational Chart	
5	INTERNET / E-MAIL AND E-COMMERCE 08	06
	History, Dial up, Domains, Browsers etc, Services, E-Mail, Outlook Express	
	Hours Surfing By Students, Introduction of E-commerce, Electronic Commerce	
	over the internet, Introduction to EDI (Electronic Data Interchange), Electronic	
	Payment System, payment gateway, Internet banking, Concept of B to B & B to C	
	Total	40

BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

Name	Name of the Course : APPLICATION OF COMPUTERS				
Course code: CCHMCTP- IV A Credits : - 2		Semester : I			
		Maximum Marks : 50 Internal: 10 External: 40			
	Contents				
1.	Create folders, change date/t	ime, change the desktop settings			
	(Windows)				
2	Kot, Logo, Students Resume	s (Word)			
3	Kot, Report Cards, Pass/Fail	Results, Bills, Hotel Rooms, Charts,			
	Database of employees Gues	sts (Excel)			
4	To download information from the internet as a topic (Internet)				
5	To present the above information as a presentation (Power Point)				
6	Create a form where all records can be displayed/ edited (Access)				

RECOMMENDED BOOKS:-

1. Computer Fundamentals – P.K. Sinha

2. A first course in Computers- Sanjay Saxena

3. Mastering In MS- Office- Lonnie E. Moseley & Davis M Boodey (BPB) Publication

BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

Salient Features:-

Syllabus includes all important aspects of food production.

Learning Objectives:-

To prepare the students to cater to the need of the industry, it is important

to inculcate in them sound knowledge of the principles of Food Production so that they can be put to use in an efficient & effective way.

Out-come:-

Will prepare students to understand kitchen organization and layout It will also help students to learn the various kitchen equipments, soups, sauces and basic Indian cooking.

Name	e of the Course : FOUNDATION COURSE	N FOOD PRODUCTION -II	THEORY	
Cour	se code: CCHMCT- I B	Semester : II		
Credits : - 2		Maximum Marks : 50 Internal: 10 External: 40		
Theo	ry:3 hrs/week			
	Contents		MARKS	
1.	KITCHEN ORGANIZATION AND LAYO	UT	04	
	 Layout of receivingareas. 			
	 Layout of service and wash up. 			
	Butchery and vegetable mis en pla	Butchery and vegetable mis en place area.		
	• Cold kitchen, hot kitchen, garde mar	nger, bakery and confectionery		
	The classical and new kitchen brigad			
	job description of the kitchen per	sonnel.		
2	Kitchen Equipment		04	
	 Types of the kitchen equipment 			
	Different types of special equipment	ent		
	 Heat generating 			
	Refrigeration			
	 Storage tables, hand tools 			
	• Uses,			
	Maintenance,			
	Criteria forselection.			
3.	Breakfast		04	
	 International and Indian menus, 			
	Preparations of traditional / classi	cal items,		
	 'Power breakfast' & 'Brunch' con 	cept		

4.	SOUPS	04
	Basic recipes other than consommé with menu examples	
	Broths	
	Bouillon	
	Puree	
	Cream	
	Veloute	
	Chowder	
	Bisque etc.	
	Garnishes and accompaniments	
	International soups	
5.	SAUCES & GRAVIES	
	Difference between sauce and gravy	
	Derivatives of mothersauces	
	Contemporary & Proprietar	
6.	MEAT COOKERY	04
	 Introduction to meat cookery 	

	Cuts of beef/veal	
	Cuts of lamb/ mutton	
	Cuts of pork	
	 Variety meats (offals) 	
	 Poultry 	
7.	EGG COOKERY	04
	Introduction to egg cookery	•
	Structure of an egg	
	Selection of egg	
	Uses of egg in cookery	
8.	FISH COOKERY	04
	Introduction to fish cookery	
	Classification of fish with examples	
	Cuts of fish with menu examples	
	Selection of fish and shell fish	
	Cooking of fish (effects of heat)	
9.	RICE, CEREALS & PULSES	02
	Introduction	
	Classification and identification	
	Cooking of rice, cereals and pulses	
	Varieties of rice and other cereals	
10.	BASIC INDIAN COOKERY	06
10.1	History of Indian Cookery	
	Characteristic	
	Regional Differences	
	Religious influences	
10.2	CONDIMENTS & SPICES	
	Introduction to Indian Spices	
	Spices used in Indian cookery	
	Role of spices in Indian cookery	
	Indian equivalent of spices (names)	
10.3	MASALAS	
	Blending of spices	
	 Different masalas used in Indian cookery 	
	 Wet masalas 	
	 Dry masalas 	
	Composition of different masalas	
	Varieties of masalas available in regional areas	
	Special masala blends	
10.4	Special Equipment used in Indian cooking and cooking method	
10.4		

Name of the Course : FOUNDATION COURSE IN FOOD PRODUCTION -II Pr					
Course	code:	ССНМСТР - І В	Semester : II		
Credits	Credits : - 2		Maximum Marks : 50 Internal: 10 External: 40		
Theory	:8 hrs/	week			
		Content			
1.		ookery - Preparation of variety o	f egg dishes		
		Boiled (Soft & Hard)			
	•	Fried (Sunny side up, Single fried,	, Bull's Eye, Double fried)		
		Poaches			
		Scrambled	х х		
		Omelette (Plain, Stuffed, Spanish)		
		En cocotte (eggs Benedict)			
2		· · · ·	Neat, Fish and poultry. Slaughtering and		
3.	Dressi Meat	lig			
э.		Identification of various cuts. Car	cass demonstration		
	 Identification of various cuts, Carcass demonstration Preparation of basic cuts -Lamb and Pork Chops , Tornado, Fillet, Steaks and 				
	Escalope				
	Fish-Identification & Classification				
	Cuts and Folds of fish				
4.	Preparation of menu				
	•	Salads & soups- waldrof salad, Frui	t salad, Russian salad, salade nicoise, Cream		
		(Spinach, Vegetable, Tomato), Pure	e (Lentil, Peas Carrot)International soups		
	•		ions - Fish orly, a la anglaise, colbert,		
			amb stew, hot pot, shepherd's pie, grilled		
			icken, grilled chicken, Leg of Lamb, Beef .		
	•	Simple potato preparations - Basi	•		
	•	Vegetable preparations - Basic ve	-		
	•		Main course, Basic Vegetables, Paneer		
5		Preparations			
5.		SWEET	offee mousse Lemon sponge Trifle		
	Honeycomb mould, Butterscotch sponge, Coffee mousse, Lemon sponge, Trifle,				
-	Blancmange, Chocolate mousse, Lemon soufflé				
6.	HOT SWEET Bread & butter pudding, Caramel custard, Albert pudding, Christmas pudding				
7.		N SWEETS			
	Simple ones such as rassgulla, gulab jamun, gajjar halwa, kheer				

Reference books

- 1. Practical cookery- Victor caserne & Ronald kin ton, ELBS
- 2. Theory of catering- Victor caserne & Ronald kin ton, ELBS
- 3. Theory of catering- Mrs.k.arora, Frank brothers

4. Modern cookery for teaching & Trade vol 1- MsThangam Philip, orient Longman

- 5. The professional chef (4 edition) –Le rol A. Polson
- 6. The book of Ingredients- jane grigson

7. Success in principles in catering- Michael colleer & Colin saussams

BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

Salient Features:-

Syllabus includes all important aspects of food & Beverage Service

Learning Objectives:-

This course will give the students a comprehensive knowledge and develop technical skills in the basic aspects of food and non-alcoholic beverage service operations in the Hotel Industry.

Out-come:-

Will prepare students to understand menu & Menu planning, preparation for service, types of food service, and sale control system.

Name	of the C	ourse : FOUNDATION COURSE	IN FOOD & BEVERAGE SERVICE –II	THEORY
Cours	Course code: CCHMCT- II B		Semester : II	
Credits : - 2			Maximum Marks : 50 Internal: 10 External: 40	
Theor	y:3 hrs/v			
	Conten			MARKS
1.	MENU	J and MENU PLANNING:		12
	•	Origin of Menu		
	•	Objectives of Menu Planning		
	•	Types of Menu		
	•	Courses of French Classical Menu		
		 Sequence 		
		 Examples from each cours 	se	
		 Cover of eachcourse 		
		 Accompaniments 		
	•	French Names of dishes		
	•	Types of Meals		
		• Early Morning Tea		
		 Breakfast (English, Americ 	can Continental, Indian)	
		 Brunch Lunch 		
		 Afternoon/High Lea Dinner 		
	•	Supper		
2	PREP	PARATION FOR SERVICE		06
-	•	Organizing Mis -en-Scene		
	•	Organizing Mis - en - Place		
3.	TYPE	S OF FOOD SERVICE		12
	•	Silver service		
	•	Pre-plated service		
	•	Cafeteria service		
	•	Room service		
	•	Buffet service		
	•	Gueridon service		
	•	Lounge service		

4.	SALE CONTROL SYSTEM	10
	KOT/ Bill Control System (Manual)	
	 Triplicate Checking System 	
	 Duplicate Checking System 	
	Single Order Sheet	
	Quick Service Menu & Customer Bill	
	Making bill	
	Cash handling equipment	
	Record keeping (RestaurantCashier)	
	Total	40

Name of the Course : FOUNDATION COURSE IN FOOD & BEVERAGE SERVICE -II PRACTICAL				
Course	code:	ССНМСТР- II В	Semester : II	
Credits	Credits : - 2		Maximum Marks : 50	
			Internal: 10	
Theory	· 3 brs/	week	External: 40	
Пеогу	. 5 11 5/	Content		
1.	ΤΔΒΙ	E EXHIBITS/ LAYOUTS & SERVI		
1.		A La Carte Cover	52	
	•	Table d' Hotel Cover		
		English Breakfast Cover		
		American Breakfast Cover		
		Continental Breakfast Cover		
		Indian Breakfast Cover		
		Afternoon Tea Cover / High Tea Co	over	
2	TRAY	/ TROLLEY SET -UP & SERVICE		
		Room Service Tray Setup		
		Room Service Trolley Setup		
3.	PROC	CEDURE FOR SERVICE OF A ME	AL	
	•	Taking Guest Reservations		
	•	Receiving & Seating of Guests		
	•	Order taking& Recording		
	•	Order processing (passing orders	to the kitchen)	
	•	Sequence of service		
	•	Presentation & Encashing the Bill		
	•	Presenting & collecting Guest con	nment cards	
	•	Bidding Farewell to Guests		
4.		I Skills		
	•	Handling Guest Complaints		
	•	Telephone manners Dining & Service etiquettes		
5.	Spaci	al Food Service - (Cover, Accom	naniments & Service)	
5.	opeci	Classical Hors d' oeuvre :		
	•		te de Foie Gras, Snails, Melon, Grapefruit,	
		Asparagus		
	•	Cheese		
	•	Dessert (Fresh Fruit & Nuts)		
6.	Resta	urant French		
	•	Restaurant Vocabulary (English &	French)	
	•	French Classical Menu Planning		
	•	French for Receiving, Greeting &	•	
	•	French related to taking order & o	description of dishes	

Reference Book:-

1. Food & Beverage Service- Lillicrap & Cousines, ELBS

2. Modern Restaurants Service- John Fuller, Hutchinson

3. Food & Beverage Service Training Mannual- Sudhir Andrews, Tata McGraw Hill

4. The Restaurant (from concept to operation) Lipinsik

5. Bar & Beverage Book – C. Latsigris, mary Porter

BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

Salient Features:-

Syllabus includes all important aspects of accommodation operation in hotel industry.

Learning Objectives:-

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

Out-come:-

Will prepare students to understand housekeeping control desk formalities, cleaning process of guest room, housekeeping supervision and key and key control process.

Name	e of the Course : ACCOMODATION OPERATIO	N -I THEORY
Cour	se code: CCHMCT- III B Ser	nester : II
_	Inte Ext	kimum Marks : 50 ernal: 10 ernal: 40
Theo	ry:3 hrs/week	
	Contents	MARKS
1.	CLEANING OF GUEST ROOMS	04
	 Daily cleaning of room 	
	Weekly cleaning/ spring cleaning	
	Evening service	
	Systems and procedure involved	
	Guest room cleaning - Replenishment	
2	HOUSEKEEPING CONTROL DESK	04
	Importance	
	Responsibilities	
	 Briefing 	
	Debriefing	
	 Handling telephone 	
	Handling software	
3.	ROUTINE SYSTEMS AND RECORS OF HO	USEKEEPING DEPARTMENT 06
	Staff placement register	
	Room occupancy report	
	Guest room inspection form	
	Check list	
	Floor register	
	Work order	
	Log shut	
	Room boys report / Maid report	
4	Guest special requisite register	
4.	HOUSEKEEPING SUPERVISION	04
	Importance of Inspection Charlelist of Inspection	
	Checklist of Inspection Typical Areas performed where special	attention is required
	Typical Areas neglected where special	attention is required

5.	KEY AND KET CONTROL				
	Types of Keys				
	Electronic KeyCard				
	Key Control				

6.	LOST & FO	UND				02
		ortance of Lost and F				
		and FoundProcedure	е			
		and Found Register				
7.	PEST CON	-				04
		ortance of Pest Contr		ganization		
		mon Pests found in Ho				
	Preve	entive & Control Meas	sures			
8.	INDOOR PLANTS Selection and Care					
9.	HORTICUL					04
		Gardening Tips				
		s & Equipments				
10		lscape Designing RRANGEMENT				00
10.	-	-	lotolo			06
		er Arrangement in H		ar flower arrangemen	+	
		litioning of plantma	•	or flower arrangemen		
		es of flowerarrangen				
		er Arrangement in H				
		ciples of design as ap		wer arrangement		
				wer unungement	Total	40
Text Bo	ooks:- Nil					
Name	of Authors	Titles of the Book		Edition	Name of the Pu	blisher
Referer	nce books :					
Name	of Authors	Titles of the I	Book	Edition	Name of the Pu	blisher
Sudhir A	Andrews	Hotel Housekeeping Training manual			Tata Mc Graw Hills	
Sudhir A	Andrews	Hotel Housekeeping			Tata Mc Graw Hill C	ompanies
C Dagh	ubalan G	Management and C			Outend University D	
G.Raghubalan & Smritee Raghubalan		Hotel Housekeepin Operations & Manag	-		Oxford University Pr	ess
JIIIILEE	Ragilubalali	Operations & Manag	ement			
Madelim Schneider		The Professional			Van Nostrand Reinh	old
& Georgia Tucker		Housekeeper				
Doris Hatfield & Christine Winter		Professional Housekeeping			Hutichiensen, Londo	on

Name o	Name of the Course : ACCOMMODATION OPERATION - I PRACTICAL				
Course	Course code: CCHMCTP- III B Semester : II				
Credits	: - 2	Maximum Marks : 50 Internal: 10 External: 40			
Practic	al : 3 hrs/week				
	Content				
1.	 FAMILIARIZATION WITH MANUAL AN Identification of manual and mech Different parts of equipment Function of cleaning equipments Care and maintenance 	D MECHANICAL CLEANING EQUIPMEN hanical cleaning equipment	IT		
2	FAMILIARIZATION OF CLEANING AGEN AND ITS FUNCTION	TS ACCORDING TO ITS CLASSIFICATIO	N		
3.	CLEANING DIFFERENT SURFACES Wood Silver Brass Glass Floor Walls 				
3	A) Identification of flowers & foliagB) Basic flower arrangements	ge used in flower arrangement			
4	 A) Recycling of potted plants- identification of indoor & outdoor garden plants. B) How to make a bonsai 				
5	 HORTICULTURE Basic Gardening Tips Tools & Equipments Landscape Designing 				

BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

Salient Features:-

Syllabus includes all important aspects of front office department of hotel industry.

Learning Objectives:-

This course aims to establish the importance of Front Office within the hospitality industry .It also prepares the student to acquire basic skills and knowledge necessary to successfully identify the required standards in this area and to consider all aspects of this department

Out-come:-

Will prepare students to understand basic information (travel & tourism), tariffs, basics of property management system, the guest cycles, reservation processes.

Name	of the Course FRONT OFFICE OPERATION	- 1	Theory
Credits : - 2 Max Inte		Semester : II Maximum Marks : 50 Internal: 10 External: 40	
	Contents		MARKS
1.	Basic Information (Travel& Tourism)		08
	 Role of a Travel Agent 		
	 Passport (concept and types) 		
	• Visa (concept and types)		
	 Rules regarding customs, foreign exchanagement Act 	ange , Foreign Exchange	
2	Tariffs		08
	Need for Brochures & Tariff Cards		
	 Types of Brochures, Designing of Brochures 		
	• Basis of charging tariffs (24 hrs, 12 hr		
3.	Basics of Property Management Systems		08
	Types		
	Application		
	Advantages		
4.	The Guest Cycle		08
	 Importance of guest cycle 		
	Various stages		
	 Sectional staff in contact with the gut 	ests during each stage	
5.	Reservation		08
	 Modes and sources of reservation. 		
	Procedure for taking reservations (Res	ervation form, conventional	
	chart, density chart, booking diary wi	th their detailed working and	
	formats)		
	Computerized system (CRS, Instant r		
	Types of reservation (guaranteed, co		
	Procedure for amendments, cancella		
		Total	40

Name	of the Course FRONT OFFICE OP	ERATION – I	Practical	
Course code: CCHMCTP- IV B Credits : - 2		Semester : II		
		Maximum Marks : 50 Internal: 10 External: 40		
Practica	al:2 hrs/week		Ι	
1.		Contents n-Verbal, Basic manners & groomingstanda on.	rds	
2.	Telephone Etiquettes and telepho			
3.	Identification of equipment & sta	tionery		
4.	Handling guest enquiries at Rece	ption & Guest Relations		
5.	How to convert inquiries into vali	id reservations		
6.	Filling up of reservation forms, m	Filling up of reservation forms, making amendments & cancellations.		
7.	Updating reservations on the compu	Updating reservations on the computer -actual computer lab work on PMS.		
8.	Situations on basis of charging.			
9.	Bell desk activities			
10.	Study of Countries, Capitals, Curr	rencies, Airlines (with codes) & Flags.		
Refere	ence books :			
S.N	0			
1	Check in Check out (Jerome V	allen)		
2	Hotel Front Office Training Manu	ıal. (Sudhir Andrews)		
3	Principles of Hotel Front Offic	e Operations (Sue Baker, P. Bradley, J. H	luyton)	
4	Hotel Front Office (Bruce Brah	nam)		
5	Managing Front Office Operati	ons (Michael Kasavana, Charles Steadmor	n)	
6	Front Office Procedures and M	anagement (Peter Abbott)		
7	Front Office operations/Accomm	odations Operations (Colin Dix)		
8	Front Office Operation and Ad	Iministration (Dennis Foster)		
9	Hotel Front Office -Operations	s & Management (Jatashankar .R.Tewari))	
10	Front Office Management -S.K	.Bhatnagar		

BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

Salient Features:-

Syllabus includes all important English composition and comprehension.

Learning Objectives:-

To inculcate basic composition skills in English language.

To foster creative writing skills in English amongst the learners.

To enhance comprehension ability and cognitive levels of the learners.

To explore imaginative flair of learners in English language.

To hone composition and comprehension skills, ability of the learners in English.

Out-come:-

After completion of the course the learners would acquire the basic proficiencies in English composition and would be able to learn, comprehend and respond content in English language.

Nam	Name of the Course : English Composition and Comprehension		THEORY	
Course code: CCHMCT- V B Credits : - 2		Semester : II		
		Maximum Marks : 50 Internal: 10 External: 40		
Theo	ry:3 hrs/week			
1	Contents		MARKS 06	
1.	English Composition Skills		00	
	English Composition			
	• Importance of English language	;		
	• English as a Global Language			
	Communication at Workplace	in English		
	Hospitality and English Commu	inication		
2	Creative Writing Skills		06	
	• Dialogue Writing			
	Essay Writing			
	• Short Story Writing			
	Summary Writing			
	• The Art of Condensation			
	Organizing content			

	Paragraph Writing and Types	
3	English Comprehension Skills	06
5	 Note Making 	
	 Comprehension of Unseen Passage 	
	 Precise Writing Techniques 	
	 Speech Writing [Introduction, Welcome, Farewell and Vote of Thanks, etc.] 	
4	Listening and Comprehension	08
Т	 Meaning and importance 	00
	 Types of Listening 	
	The for Encentre Encentre	
	 Barriers in Effective Listening Listening of speeches and everyises 	
	Listening of speeches and exercises	
5	Reading and Comprehension	08
	• Meaning	
	• Types of Reading [Scanning, Scheming, Extensive, etc.]	
	• Tips for Effective Reading	
	Reading Newspapers	
	Reading and Note Making	
	Reading Journals	
6	Writing Practices	00
	• Defining	06
	• Describing	
	Classifying	
	Writing Introduction	
	Writing Conclusion	
	Total	40
Refe	rence books :	
	 Practical English Usage. Michael Swan. OUP. 1995. Remedial English Grammar. F.T. Wood. Macmillan.2007 	

 On Writing Well. William Zinsser. Harper Resource Book. 2001.
 English Grammar and Composition, Paul and Suri, S. Chand and Sons Publication.
 High School English Grammar and Composition, Wren and Martin, S. Chand Publication.
 Meenakshi Raman and Sangeeta Sharma Technical Communication Principles and Practice, Third Edition. OXFORD University Press, New Delhi, 2015.

BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

Salient Features:-

Syllabus includes all important aspects of food science and nutrition.

Learning Objectives:-

The subject aims to develop basic awareness of important nutrients, and acquire Knowledge of nutritional requirements for human beings and plan a balanced diet.

Out-come:-

Will prepare students to understand basic aspects of nutritional compositions, Balanced diet, evaluation of food, food microbiology, HACCP and new trends in food service industry.

Name	Name of the Course FOOD SCIENCE & NUTRITION (FSN)		Theory
Course code: CCHMCT- VI B Semester : II Credits : - 2 Maximum Marks : 50 Internal: 10 External: 40			
		Internal: 10	
Theor	/:3 hrs/week		
	Contents		MARKS
1.	BASIC ASPECTS		04
		ition and Nutrients; Importance of Food	
	and Nutrients		
	Definition and scope of food scie	ence	
2.	CARBOHYDRATES.		04
	Introduction and Classification.		
	Effect of Energy and factors affe	cting Energy.	
	Effect of Cooking on Carbohydra		
	Health issues with Carbohydrate	ightarrowUnderweight and Obesity .	
3.	LIPIDS.		04
	Introduction and Classification.		
		biotary boarces and randerensit	
	Effect of Cooking on Lipids Auto oxidation,		
	Hydrogenation, Winterization and	Smoking	
	points.		
4.	Cholesterol PROTEINS		04
4.			04
	 Dietary Sources and Function. 		
	-		
	 Emulsification, Foamability, Coa 		
5.	VITAMINS , MINERALS AND WATER		06
3.	Definition and Classification of V	(itamins (A. D. F. K. Band C)	
	 Dietary Sources and Function of T 		
	 Definition and Classification of Mir 		
	lodine, Flourine)		
	 Dietary Sources and Functions of A 	Minerals.	
	 Definition , Sources, Function of v 		

6.	BALANCED DIET AND EVALUATION OF FOOD	
	Definition and Importance.	
	• Factors affecting Balance Diet - (Age, Gender, Physiological state)	
	Menu planning & its factors.	
	 Introduction of Evaluation of food - (objective & subjective) 	
7	FOOD MICROBIOLOGY	08
	Classification & Morphology of Micro Organism, Factor affecting	
	growth of micro – organism, Control of Micro – Organism In relation to	
	food preservation, Harmful & Useful Micro – organism in the food	
	industry, Role of Micro – organism in the production of fermented	
	foods, Dairy products, bakery products, alcoholic beverages & vinegar.	
8	HAZARD ANALYSIS & CRITICAL CONTROL POINT (HACCP) AND NEWER TRENDS IN FOOD SERVICE INDUSTRY.	06
	Emulsion- Definition and Types.	
	Flavours - Definition and Types.	
	Browning – Definition, Types, Prevention.	
	Food Labeling	
	Additives, limitations as per PFA Act	
	Importance, definition and Usages of HACCP, Definition, types of food	
	Total	40

BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

Nam	Name of the Course FOOD SCIENCE & NUTRITION (FSN)		Practical
Course code: CCHMCTP- V B Credits : - 2		Semester : II	
		Maximum Marks : 50 Internal: 10 External: 40	
Practi	ical:2 hrs/week		
-	Contents	· · · ·	
1. 2.	Preparation of Balance diet and calculations of various nutritional compositions Plan & suggest a diet as per disease Diabetes mellitus, Heart disease, Kidney disease, jaundice and Peptic ulcer.		
3.	Detection of spoilage organism seen in various food stuffs.		
4.	Demonstration of effect of various cooking methods on food.		
5.	Preservation of food by using salt and sugar.		
6	Simple techniques of identification of food adulterations		
7	Sensory evaluation of foods		

Reference Book:-

- 1. Food Hygiene & Sanitation S. Roday
- 2. Food Microbiology Frazier
- 3. Complete Catering Science OFG Kilgour
- 4. Safe food handling Michel Jacob
- 5. Prevention of food adulteration act 1954
- 6. The science of food 3rd Edition PM Garman & KB Sherrington
- 7. Handbook of Food & Nutrition- Dr. M S Swaminathan
- 8. Nutrition & Dietics- Shubhangi Joshi
- 9. Fundamentals of Food & Nutrition- Sumathi R Mudanbi& M B Rajgopal
- 10. Thenapntic Nutrition- Prond Fit & Robinson Normal
- 11. Nutritive Value of Indian Food- Dr. C Gopalan