

I SEMESTER B.Sc(HM)

SYLLABUS

ENGLISH - I

Code - 17/HM 3/11

Workload : 4 Hours Per Week

Examination : 2 Hours

Marks : 50

Objectives:

- To familiarize the learners with the nuances of communication.
- To enable learners to communicate effectively.

Course Contents:

Unit - 1: Introduction to the Basics of communication - Meaning & Definition, Role, Classification – Purpose of communication – 7 Cs of communication – Communication Process – Characteristics of successful communication – Importance of communication in management – Communication structure in organization – Communication and negotiation. Communication in a cross-cultural setting, Barriers to communication.

Exercises: Practical sessions to understand theory better

Unit - 2: Oral Communication - Meaning – Principles of successful oral communication – Barriers to communication – Conversation control – Reflection and Empathy: two sides of effective oral communication, Modes of Oral Communication, Listening as a Communication Skill, Non-verbal communication.

Exercises: play acting, role play, display of body language, and other components of non-verbal language.

Unit - 3: Reading and Listening comprehension - Moral anecdotes to be given as passages, which helps in understanding ethics better.

Exercises: learners to recount their own anecdotes and the class to analyze the situation

Unit - 4: Grammar and Usages:

Articles: Definite and indefinite – verbs: Transitive, Intransitive, Regular, irregular. Auxiliaries: Primary and Modal auxiliaries, question tags, transformation of sentences: Negation, questions, Exclamations.

Exercises: learners asked to send an email, prepare word document, PowerPoint presentations etc. learners asked to organize an informal meeting.

Practical Components:

- Demonstrate the effect of noise as a barrier to communication
- Make students enact and analyze the non-verbal cues
- Give exercises for clarity and conciseness in written communication.
- Conduct a mock meeting of students in the class identifying an issue of their concern. The students should prepare notice, agenda and minutes of the meeting.
- Each student to give presentation of 5 minutes (this can be spread throughout the semester) and to be evaluated by the faculty

Suggested Readings:

- Business Communication: Concepts, Cases And Applications – Chaturvedi P. D, & Mukesh Chaturvedi ,2/e, Pearson Education,2011
- Business Communication: Process and Product – Mary Ellen Guffey, 3/e, Cengage Learning, 2002.
- Communication – Rayudu C. S, HPH.
- Business Communication – Lesikar, Flatley, Rentz & Pande, 11/e, TMH, 2010
- Advanced Business Communication – Penrose, Rasberry, Myers, 5/e, Cengage Learning, 2004.
- BCOM – Lehman, DuFrene, Sinha, Cengage Learning, 2/e, 2012 • Business Communication – Madhukar R. K, 2/e, Vikas Publishing House.
- Murphy, Herta A., Herbert W. Hildebrandt & Jane P Thomas, Effective Business Communication, Tata McGraw Hill, New Delhi
- Konera, Arun, Professional Communication, Tata McGraw Hill, New Delhi
- McGrath, E.H., Basic Managerial Skills for All, Prentice Hall of India, New Delhi
- Meenakshi Raman &Prakash Singh, Business Communication, Oxford University Press, New Delhi
- Monipally, M.M., Business Communication Strategies, Tata McGraw Hill, New Delhi
- Das, Baswajitand IpseetaSatpathy, Business Communication and Personality Development, Excel Books, New Delhi
- Rai, Urmila and S.M Rai, Business Communication, Himalaya Publishing House, Mumbai

SCHEME OF EVALUATION	
Time: 2 hours	Max Marks: 50
I. Answer any 1 (1 out of 2 questions)	(1x10=10)
II. Paragraph (4 out of 6 questions)	(4x5=20)
III. Comprehension passage	(10marks)
IV. Grammar & Usage	(10 marks)

FRENCH - I

Code - 17/HM 3/12

Workload : 4 Hours Per Week

Examination : 2 Hours

Marks : 50

Objectives:

- To give the students a basic knowledge about French.
- To impart basic conversational French ability.
- To impart basic knowledge of French vocabulary and pronunciation.

Course Contents:

Unit - 1: Pronunciation - The Alphabet - The Accents; 'Formules de politesse'; The numbers: Cardinal - Ordinal; Time (only 24 hr clock); Weights & Measures; The subjective pronouns; Auxiliary verbs : etre and avoir

Unit - 2: Self introduction; presenting and introducing other person; Name of vegetables and fruits; Conjugation of first group of verbs; Days of the week; Months of the year; Date; The definite and indefinite articles

Unit - 3: Name of the Countries and their Nationalities; Conjugation of second group of verbs; Adjectives of place; Preposition of place; Describing a place (your city/ tourist place)

Unit - 4: Vocabulary describing family; Describe your family; Name of dairy products and Cereals; Negation; Conjugation of irregular verbs : venir, aller; Demonstrative Adjectives
Simple translation

(Oral)

Role-playing of different situations

Understanding questions

Conversation

Picture composition

Suggested Readings:

- Larousse compact Dictionary: French-English/ English-French
- Conjugaison - Le Robert & Nathan
- Larousse French Grammar
- Grammaire Collection "Le Nouvel Entraînez vous" level debutant
- Parlez a l'hotel by A. Talukdar
- A Votre Service 1
- French for Hotel and Torism Industry by S.Bhattacharya
- Jumelage 1 by Manjiri Khandekar and Roopa Luktuke
- Basic French Course for The Hotel Industry by Catherine Lobo & Sonali Jadhav

SCHEME OF EVALUATION	
Time: 2 hours	Max Marks: 50
I. Fill in the blanks One word answer type (Sub-parts – Numbers/ weights & measures / vegetables, fruits / days & months) Note- 5 marks for each sub-part with internal choice	25 marks
II. One sentence answer type (Sub-part – TIME)	15 marks
III. Grammer – (Sub-parts – Articles, Conjugation)	10 marks

F & B PRODUCTION – I

Code- 17/HM 3/13

Workload : 4 Hours Per Week

Examination : 2 Hours

Marks : 50

Objectives:

- To impart the basic knowledge of Culinary
- To give the students a basic knowledge about kitchen equipments, Ingredients, Fuels & safety.
- To provide an in-depth knowledge about stocks, soups & sauces.

Course Contents:

Unit – 1: Professional Kitchen & Cooking - Introduction, Definition, and its importance; Personal & Kitchen Hygiene, Uniform, Protective clothing, Kitchen Layouts(Basic, Bulk and Show kitchens), Hierarchy of Kitchen Department, Classical Kitchen Brigade, , Modern Staffing in various hotels, Duties & Responsibilities of various chefs in kitchen, their attributes; coordination of kitchen with other departments.

Unit – 2: Kitchen Equipments, Fuels & Safety - Kitchen Equipments, Classification, Description, Usage, Upkeep and Storage, Kitchen Tools, Knives, Their Usage, Care & Maintenance, Workstations, Safety Procedures, Fuel - Types, Usage and Precautions. Fire - Introduction, Types and handling fires and usage of extinguishers; Basic First Aid- Burns, Scalds, Cuts

Unit – 3: Ingredients used in cooking - Herbs & Spices, Cereals and Pulses, Fruits and Vegetables, and Salt, Sweeteners, Fat, Milk and Milk Products: - Introduction, Types, Purchasing, Storing Considerations and their key uses in kitchen

Unit – 4: Stocks, Sauces, Soups and Salads - Stocks: Introduction, Classification, Usage, Preparation; Sauces: Introduction, Classification, Usage, Thickening Agents, Preparation of Mother Sauces, Understanding their derivatives, propriety sauces, making of good sauce, emerging trends, Soups: Introduction, Classification, Preparation, Salient Features, Care and precautions, trends in soup presentation. Salads: Introduction, compositions, types, dressings, emerging trends.

Suggested Readings:

- Accompaniments & Garnishes from waiter; Communicate: Fuller J. Barrie & Jenkins
- Cooking Essentials for the New Professional Chef
- Food Production Operations: Parvinder S Bali, Oxford University Press
- Larder Chef By M J Leto & W K H Bode Publisher: Butterworth- Heinemann
- Modern Cookery (Vol- I) By Philip E. Thangam, Publisher: Orient Longman
- Practical Cookery By Kinton & Cessarani
- Practical Professional Cookery By Kauffman & Cracknell
- Professional Cooking by Wayne Gislen, Publisher Le Cordon Bleu
- Purchasing Selection and Procurement for the Hospitality Industry By Andrew Hale Feinstein
and John M. Stefanelli
- The Professional Chef: Le Rol A. Polsom
- Theory of Catering By Kinton & Cessarani
- Theory of Cookery By K Arora, Publisher: Frank Brothers

SCHEME OF EVALUATION	
Time: 2 hours	Max Marks: 50
I. Answer any 10 12 questions – 3 questions from each unit. (MCQs/True or False / Fill in the blanks / 1 word or 1 Sentence answer questions)	(10x1=10)
II. Answer any 10 in 4-5 sentences each 12 questions – 3 questions from each unit.	(10x2=20)
III. Answer any 2 4 questions – Descriptive type – 1 from each unit The questions may have sub-sections & each sub - sections should have marks earmarked.	(2x10=20)

ACCOMMODATION & FRONT OFFICE OPERATION - I

Code - 17/HM 3/14

Workload : 4 Hours Per Week

Examination: 2 Hours

Marks : 50

Objectives:

- To provide an in-depth knowledge about House Keeping and Front Office
- To provide the basic information about accommodation sector
- To provide an in-depth knowledge about Front Office functions

Course Contents:

Unit - 1: Accommodation Sector - Introduction, Concept, and its importance; Types & Classification of Hotels on different basis; Star Categorization, Heritage Hotels and others in India, Organisation Structure of Hotels; Origin, growth and development of Hotel Sector in India.(ITC, The Taj Group, The Oberoi Group), Foreign Hotel Chains in India - Hilton, Marriott, Hyatt

Unit - 2: The Guest Accommodation - Guest Rooms, Types, Layouts, Salient Features, Description, Guest Room amenities, supplies and services, Floors, Room Name List Patterns, Guest Elevators, Floor Pantries, Guest Safety on Floors, Guest Safety Procedures during Fire, emergencies

Unit - 3: Hotel Front Office - Front Office Introduction, Functions and its importance, Different sections of the front office department and their layout and importance - Reservation, Reception, Concierge, Bell desk, Lobby, Telephones, Cashier, Inter and Intra- department coordination. Organisation structure of Front Office, Key Responsibilities, Job Descriptions, Attributes of Front Office Personnel, Uniform and Grooming Standards.

Unit - 4: Hotel Housekeeping - Introduction, Meaning and definition Importance of Housekeeping, Sections of Housekeeping, Responsibilities of the Housekeeping department, a career in the Housekeeping department. Housekeeping Department: Organizational framework of the Department (Large/Medium/Small Hotel), Role' of Key Personnel in Housekeeping, Job Description and Job Specification of staff in the department, Attributes and Qualities of the Housekeeping staff - skills of a good Housekeeper, Inter departmental Coordination with more emphasis on Front office and the Maintenance department, Hygiene and Grooming Standards of Housekeeping Personnel.

Suggested Readings:

- Hotel Hostel and Hospital Housekeeping - Joan C Branson & Margaret Lennox (ELBS).
- Hotel House Keeping - Sudhir Andrews Publisher: Tata Mc Graw Hill.
- Hotel Housekeeping Operations & Management - Raghubalan, Oxford University Press.
- Housekeeping and Front Office - Jones
- Security Operations By Robert Mc Crie, Publishe: Butterworth - Heinemann
- The Professional Housekeeper - Tucker Schneider,; Wiley Publications
- Front Office Training manual - Sudhir Andrews. Publisher: Tata Mac Graw Hill
- Managing Front Office Operations - Kasavana & Brooks Educational Institution AHMA
- Front Office - Operations and management - Ahmed Ismail (Thomson Delmar).
- Managing Computers in Hospitality Industry - Michael Kesavana & Cahell.
- Front Office Operations - Colin Dix & Chris Baird.
- Front Office Operation Management- S.K Bhatnagar, Publisher: Frank Brothers
- Managing Front Office Operations By Kasvan & Brooks

SCHEME OF EVALUATION	
Time: 2 hours	Max Marks: 50
I. Answer any 10 12 questions – 3 questions from each unit. (MCQs/True or False / Fill in the blanks / 1 word or 1 Sentence answer questions)	(10x1=10)
II. Answer any 10 in 4-5 sentences each 12 questions – 3 questions from each unit.	(10x2=20)
III. Answer any 2 4 questions – Descriptive type – 1 from each unit The questions may have sub-sections & each sub - sections should have marks earmarked.	(2x10=20)

F & B PRODUCTION PRACTICAL – I

Code - 17/HM 3/15

Workload : 4 Hours Per Week

Examination : 3 Hours

Marks : 50

Objectives:

- To impart the basic knowledge about personal & kitchen hygiene
- To make the student familiarize with the kitchen fuels and equipments
- To give the hands of experience to prepare basic stocks, soups & sauces.

Practical

- Understanding Personal Hygiene & Kitchen Hygiene
- Grooming for Professional Kitchen - Do's & Don't's
- Understanding kitchen Layouts.
- Familiarisation with kitchen equipments and tools
- Fuels -Their usage and precautions
- Kitchen First Aid
- Handling Fire
- Familiarization, identification of commonly used ingredients in kitchen
- Preparation of Stocks, Mother Sauces and at least two derivatives each.
- Preparation of Soups (Minestrone, Consommés, Cream Soups, Puree Soups, Clear Soups, Bisques, Cold Soups, Chowders and others)

I SEMESTER B.Sc (HOTEL MANAGEMENT)

F&B PRODUCTION PRACTICAL MENU LIST

MENU NO	PARTICULARS
1.	MINESTERONE SOUP SPAGHETTI BOLOGNESE CHICKEN HAWAIIAN SALAD SOUFFLÉ MILINAISE
2.	CHICKEN VELOUTE SOUP RAGOUT DE MUTTON COLESLAW FRUIT TART
3.	COCKTAIL DE CREVETTE CHICKEN MARYLAND SALADE WALDORF CREPE SUZETTE
4.	CREAM OF TOMATO POULET ROTI AU JUS SALADE NICOISE DIPLOMAT PUDDING
5.	FRENCH ONION SOUP FRICASSEE DE VOLAILLE SALADE MIMOSA COFFEE MOUSSE
6.	PUREE ST.GERMAIN STEAK SAUTÉ BERCY SALADE DE POMME DE TERRE FRUIT TRIFFLE
7.	GAZPACHO POULET SAUTÉ CHASSEUR FLORIDA SALAD CRÉME CARAMEL
8.	BISQUE DE CREVETTE POULET SAUTÉ HONGROISE RUSSIAN SALAD ALBERT PUDDING

I SEMESTER B.Sc (HM) - SCHEME OF EVALUATION

F&B PRODUCTION PRACTICAL-I

Internal Assessment Marks : 50 marks

University Exam Marks : 50 marks

Journals	5 marks
Identification equipments	5 marks
Indent	5 marks
Preparation of salad	5 marks
Preparation of soup	10 marks
Preparation of main course	10 marks
Viva Voce	10 marks
Total	50 marks

No.of students per session: 15

No. of sessions per day: two

Time: 3 hours

ACCOMMODATION & FRONT OFFICE OPERATION PRACTICAL – I

Code - 17/HM 3/16

Workload : 4 Hours Per Week

Examination : 3 Hours

Marks : 50

Objectives:

- To make the students to understand the work area of Accommodation and Front Office Department,
- To impart the students about basic Hotel terminology, layouts and amenities.

Practical

- Understanding Personal Hygiene Grooming Standards
- Understanding Layouts of Front Office and Housekeeping.
- Familiarisation with equipments and tools
- Rooms layout and standard supplies. (Amenities)
- DO'S and Don'ts for new entrants/employees in the front office
- Hotel terminology

Note: For focused inputs of accommodation the practical hours may be split up i.e first Two for Front Office and next Two for Housekeeping, thus completing 4 practical lab hours per week of two credit equivalence.

I SEMESTER B.Sc (HM) - SCHEME OF EVALUATION

ACCOMMODATION & FRONT OFFICE OPERATION PRACTICAL-I

Internal Assessment Marks : 50 marks

University Exam Marks : 50 marks

Journals	5 marks
Identification	10 marks
Layouts House Keeping & Front office Departments (1 each)	20 marks
Guest supplies	5 marks
Viva Voce	10 marks
Total	50 marks

No.of students per session: 15

No. of sessions per day: two

Time: 3 hours

INTRODUCTION TO HOSPITALITY

Code - 17/HM 3/17

Workload : 4 Hours Per Week

Examination : 2 Hours

Marks : 50

Objectives:

- To provide an overview about the Travel & Tourism and Hospitality Industry,
- To emphasize the role of service and ethics in the Hospitality industry,

Course Contents:

Unit – 1: The Travel Tourism and the Hospitality Industry - The Nature of Travel, Tourism & Hospitality Industry, Interrelationships within the Travel & Tourism Industry, Why people travel, travel trends, The social Impact of Travel, Role of Tour Operator and Travel Agent, Forces shaping the Hotel business.

Unit – 2: Hotel Organizaion - Hotel Revenue Centers – Rooms Division, F & B Division, MODs, Hotel Cost Centers – Marketing, Engineering, Accounting, Human Resources, Security, Organization charts of the large, medium and small hotels.

Unit – 3: The Lodging Industry - Defining a Hotel, Classification of Hotels – as per location, size, target markets, levels of service, ownership & affiliation, other lodging establishments (commercial and welfare), Hotel guests, Different types of Hotel Rooms.

Unit – 4: Ethics in Hospitality, Management - What is ethics, Social responsibility and business ethics, Ethical issues in Hospitality – environment issues, discrimination, sexual harassment, AIDS in workplace, advertising claims, Truth-in-Menus.

Suggested Readings:

- An Introduction to Hospitality Today By Rocco M. Angelo, Andrew N. Vladimir – EIAH&LA
- Managing Front Office Operations by Michael L. Kasvana and Richard M. Brooks - EIAH&LA
- Introduction to Management in the Hospitality Industry by Tom Powers – John Wiley & Sons, Inc.
- VIP: An Introduction to Hospitality by Dennis L. Foster – Mc Graw – Hill International
- Ethics in Hospitality Management – A book of readings by EIAH&LA
- Food & Beverages Management by Bernard Davies – Heinemann Professional publishing
- Food Service Operations by Peter Jones - Cassel

SCHEME OF EVALUATION	
Time: 2 hours	Max Marks: 50
I. Answer any 10 12 questions – 3 questions from each unit. (MCQs/True or False / Fill in the blanks / 1 word or 1 Sentence answer questions)	(10x1=10)
II. Answer any 10 in 4-5 sentences each 12 questions – 3 questions from each unit.	(10x2=20)
III. Answer any 2 4 questions – Descriptive type – 1 from each unit The questions may have sub-sections & each sub - sections should have marks earmarked.	(2x10=20)

CONSTITUTION OF INDIA

Code – 17/HM 3/18

Workload : 4 Hours Per Week

Examination : 2 Hours

Marks : 50

Objectives:

- To make the students to understand the Constitution of India and the Fundamental Rights,
- To impart the knowledge of the Constitutional functions, State Government and Judiciary Functions.

Course Contents:

Unit - 1: Constitution of India - Meaning and importance of Constitution, Salient features of the Indian Constitution, Preamble of the Indian Constitution and its significance.

Fundamental Rights and Directive Principles - Fundamental Rights, Directive Principles of State Policy, Fundamental Duties.

Unit - 2: Union Government - President of India - Election, Powers, Prime Minister and Council of Ministers, Union Parliament - Lok Sabha, Rajya Sabha - Organisation, Powers.

State Government - The Governor, Chief Minister and Council of Ministers, State Legislature - Vidhana Sabha, Vidhana Parishad - Organisation and Powers.

Unit - 3: The Judiciary - The Supreme Court - Organization jurisdiction, role, The High Courts- Organisation jurisdiction, role.

Unit - 4: Electoral Process in India - Election Commission Organisation, Functions

Local Governments - Rural and Urban - Organisation, Powers.

Suggested Readings:

- D.D. Basu: Introduction to the Constitution of India.
- M.V. Pylee: Indian Constitution and Policies
- Granville Asutin: The Indian Constitution. The cornerstone of a nation.
- H.M. Rajashekara: Bharatada Samvidhana Mattu Sarakara. (Kannada)
- C.K. Jain (ed): Constitution of India in precept and practice.
- V.N.Shukla: Constitution of India.
- The working of a Democratic Constitution: The Indian Experience,, New Delhi, OUP, 2000

SCHEME OF EVALUATION	
Time: 2 hours	Max Marks: 50
I. 100 Multiple Choice Questions (MCQs) – 25 questions from each unit.	(100x0.5=50)

II SEMESTER B.Sc(HM)

SYLLABUS

ENGLISH – II

Code – 17/HM 3/21

Workload : 4 Hours Per Week

Examination : 2 Hours

Marks : 500

Objectives:

- To familiarize the learners with the nuances of communication.
- To enable learners to communicate effectively.

Course Contents:

Unit - 1: Revisiting Written communication - Expansion of Passages, Essay writing, Précis writing, expansion of proverbs/Adages/ Idiomatic expressions.

Exercises: learners should learn to expand and condense written communication.

Unit - 2: Basics of Letter Writing, Business Letters and Reports: Introduction to business letters – Types of Business Letters - Writing routine and persuasive letters – Positive and Negative messages Writing Reports: Purpose, Kinds and Objectives of reports – Organization & Preparing reports, short and long reports Writing Proposals: Structure & preparation.

Exercises: Learners should be given different situations and asked to write a letter.

Unit - 3: Revisiting Oral communication - Negotiation skills, Pick and Speak/Extempore, Story building, Gaze and speak, situational conversation.

Exercises: Current issues to be given.

Unit - 4: Grammar & Usages

1. Homonyms
2. Tense & Verbs
3. Subject-verb agreement
4. Choose the correct word

Suggested Readings:

- Effective Technical Communication - Ashraf Rizvi M, TMH, 2005.
- Business Communication - Sehgal M. K & Khetrpal V, Excel BOOKS.
- Business Communication – Krizan, Merrier, Jones, 8/e, Cengage Learning, 2012.
- Basic Business Communication – Raj Kumar, Excel BOOKS, 2010.
- Communicative English –E.Suresh Kumar, P.Sreehari, Orient Blackswan.

- English for Engineering and Management- Dr.Sutapa Banerjee, S.Chand.

SCHEME OF EVALUATION	
Time: 2 hours	Max Marks: 50
I. Answer any 1 (1 out of 2 questions)	(1x10=10)
II. Paragraph (4 out of 6 questions)	(4x5=20)
III. Comprehension passage	(10marks)
IV. Grammar & Usage	(10 marks)

FRENCH– II

Code – 17/HM 3/22

Workload : 4 Hours Per Week

Examination : 2 Hours

Marks : 50

Objectives:

- To impart the basic knowledge of Hotel terminology in French,
- To make the students communicate in Simple French.

Course Contents:

Unit - 1: Restaurant Brigade; Hotplate language and terminology; Name of herbs and spices; Plural of Nouns; Possessive adjectives; Conversation basic: Introducing each other, Short Guest Interactions.

Unit - 2: Kitchen Brigade; Name of Meat, Poultry and Game; Conjugation of irregular verbs: partir, faire, prendre, sortir, voir, vouloir, pouvoir; The interrogation with <est-ce que, qu'est-ce que et qui est-ce> ; Conversation basic : In the restaurant (how to place/take order, billing etc.)

Unit - 3: Name of French wines, French cheese and seasonings ; Reading a wine label ; The recent past tense ; The immediate future tense ; Conversation basic: hotel room reservation (to make/cancel the reservation)

Unit - 4: The French Classical Menu with classic - examples of each course; Hot plate language and terminology; Interrogation; Conversation basic: Making/Cancelling a reservation (in train/on flight).

(Oral)

Role-playing of different situations
Understanding questions
Conversation
Picture composition

Suggested Readings:

- Larousse compact Dictionary: French-English/ English-French
- Conjugaison - Le Robert & Nathan
- Larousse French Grammar
- Grammaire Collection "Le Nouvel Entraînez vous" level debutant
- Parlez a l'hotel by A. Talukdar
- A Votre Service 1
- French for Hotel and Tourism Industry by S.Bhattacharya
- Jumelage 1 by Manjiri Khandekar and Roopa Luktuke
- Basic French Course for The Hotel Industry by Catherine Lobo & Sonali Jadhav

SCHEME OF EVALUATION	
Time: 2 hours	Max Marks: 50
I. Fill in the blanks One word answer type (Sub-parts – Numbers/ weights & measures / vegetables, fruits / days & months) Note- 5 marks for each sub-part with internal choice	25 marks
II. One sentence answer type (Sub-part – TIME)	15 marks
III. Grammer – (Sub-parts – Articles, Conjugation)	10 marks

F & B PRODUCTION – II

Code - 17/HM 3/23

Workload : 4 Hours Per Week

Examination : 2 Hours

Marks : 50

Objectives:

- To impart the knowledge of different cooking methods
- To impart the basic knowledge of cuts of vegetable, poultry and meat,

Course Contents:

Unit – 1: Methods of Cooking - Introduction, Definition, and its importance; Types- Baking, Broiling, Grilling, Frying, Steaming, Stewing, Poaching, Poeling, Roasting, Fryng, Sauteing, Braising Cooking with Microwave, Ovens, Gas, Induction Plates and other such media. HACCP Standards and Professional Kitchens.

Unit – 2: Eggs, Poultry and Meat - Eggs - Introduction, Usage in Kitchen, Structure of Egg, Classification, Grading of Eggs, Types, Selection, Storage and preparation of breakfast dishes with eggs. Poultry and Game: Introduction, Classification, Selection Criterion, Cuts of Poultry, Yield and simple Indian preparations. Meat: Characteristics, selection and grading, Classification (Bovines, Ovines and Swines), Categories, Cuts of Meat, Storage and handling.

Unit – 3: Fishes in cooking - Introduction, Types, Purchasing, Storing Considerations, Fish & Shellfish, Their Classification, Cuts of Fish, Popular Species of Fish, Classical Preparations of Fish, Common cooking methods used for sea food.

Unit – 4: Vegetable, Cuts & Cookery - Introduction, Vegetables, Pigment and Colour Changes, Effect of Heat on vegetables, Cuts of Vegetables, nutritional and hygiene aspects. Some Indian Cuts on vegetables: Broccoli, Cabbage, Potatoes, Onions, Spinach, Cucumber, Tomatoes, avocado. Beetroot, French Beans, Gourd, Bottle Gourd, Pumpkin, Okra, Colocasia, Spinach, Carrot, Turnips.

Suggested Readings:

- Accompaniments & Garnishes from waiter; Communicate: Fuller J. Barrie & Jenkins
- Cooking Essentials for the New Professional Chef
- Food Production Operations: Parvinder S Bali, Oxford University Press
- Larder Chef By M J Leto & W K H Bode Publisher: Butterworth- Heinemann
- Modern Cookery (Vol- I) By Philip E. Thangam, Publisher: Orient Longman
- Practical Cookery By Kinton & Cessarani
- Practical Professional Cookery By Kauffman & Cracknell
- Professional Cooking by Wayne Gislen, Publisher Le Cordon Bleu
- Purchasing Selection and Procurement for the Hospitality Industry By Andrew Hale Feinstein and John M. Stefanelli
- The Professional Chef: Le Rol A. Polsom
- Theory of Catering By Kinton & Cessarani
- Theory of Cookery By K Arora, Publisher: Frank Brothers

SCHEME OF EVALUATION	
Time: 2 hours	Max Marks: 50
. Answer any 10 12 questions – 3 questions from each unit. (MCQs/True or False / Fill in the blanks / 1 word or 1 Sentence answer questions)	(10x1=10)
. Answer any 10 in 4-5 sentences each 12 questions – 3 questions from each unit.	(10x2=20)
II. Answer any 2 4 questions – Descriptive type – 1 from each unit The questions may have sub-sections & each sub - sections should have marks earmarked.	(2x10=20)

ACCOMMODATION & FRONT OFFICE OPERATION– II

Code - 17/HM 3/24

Workload : 4 Hours Per Week

Examination : 2 Hours

Marks : 50

Objectives:

- To impart the basic knowledge of Cleaning procedures,
- To impart the basic knowledge of House Keeping and Front Office operations.

Course Contents:

Unit – 1: Cleaning Science - Cleaning Agents, Characteristics of a good cleaning agent, PH scale, Types of cleaning agent, cleaning products (Domestic and Industrial), Cleaning Equipment: Types of Equipment, Operating Principles, Characteristics of Good equipment (Mechanical/ Manual), Storage, Upkeep, and Maintenance of equipment, Care and Cleaning of Different Surfaces: Metal, Glass, Leather, Rexene, Ceramic, Wood, Wall and floor covering, Stain Removal.

Unit - 2: Housekeeping Procedures - Cleaning Schedules, Cleaning Methods, Briefing, Debriefing, Proceeding for Days work, Keys & Their Classification, Inventory of Housekeeping Items, Indenting from Stores, Housekeeping control desk: Importance, Role, Co-ordination, check list, key control. Handling Lost and Found, Forms, Forms and registers used in the Control Desk, Paging systems and methods, Handling of Guest Requests, General operations of control desk.

Unit - 3: Basic Front Office Operations - Front desk operations & functions, Equipments used at front office - Room Rack, Mail Message, and Key Rack, Reservation Racks, Information Rack, Folio Trays, Account Posting Machine, Voucher Rack, Cash Register Support Devices, Telecommunications Equipments, rooms and plans, Basis of Room charging, Tariff fixation, Introduction to the guest cycle, Reservation: Concept, importance, types, channels and systems, Procedure of taking reservation, Overbooking, amendments and cancellations, Group Reservation: Sources, issues in handling groups. Procedure for guest check in, and baggage handling,

Unit - 4: The Guest Room Servicing - Cleaning of Guest Rooms & Bathrooms: Daily cleaning of (Occupied/ Departure/ Vacant/ Under Maintenance/VIP rooms (Systematic Procedures), Special Cleaning, Weekly Cleaning /Spring Cleaning, Evening service/ Turn Down Service, System & procedures involved, Forms and Formats, Replenishment of Guest supplies and amenities, Use of Maids Cart & Caddy.

Suggested Readings:

- Hotel Hostel and Hospital Housekeeping - Joan C Branson & Margaret Lennox (ELBS).
- Hotel House Keeping - Sudhir Andrews Publisher: Tata Mc Graw Hill.
- Hotel Housekeeping Operations & Management - Raghubalan, Oxford University Press.
- Housekeeping and Front Office - Jones
- Managing Housekeeping Operations - Margaret Kappa & Aleta Nitschke
- Professional Management of Housekeeping Operations (II) Edn.) - Rohert J. Martin & Thomas J.A. Jones, Wiley Publications
- Security Operations By Robert Mc Crie, Publishe: Butterworth - Heinemann
- The Professional Housekeeper - Tucker Schneider,; Wiley Publications
- Front Office Training manual - Sudhir Andrews. Publisher: Tata Mac Graw Hill
- Managing Front Office Operations - Kasavana & Brooks Educational Institution AHMA

- Front Office - Operations and management - Ahmed Ismail (Thomson Delmar).
 - Managing Computers in Hospitality Industry - Michael Kesavana & Cahell.
 - Front Office Operations - Colin Dix & Chris Baird.
 - Front Office Operation Management- S.K Bhatnagar, Publisher: Frank Brothers
- Managing Front Office Operations By Kasvan & Brooks

SCHEME OF EVALUATION	
Time: 2 hours	Max Marks: 50
<p>Answer any 10 12 questions – 3 questions from each unit. (MCQs/True or False / Fill in the blanks / 1 word or 1 Sentence answer questions)</p>	(10x1=10)
<p>Answer any 10 in 4-5 sentences each 12 questions – 3 questions from each unit.</p>	(10x2=20)
<p>II. Answer any 2 4 questions – Descriptive type – 1 from each unit The questions may have sub-sections & each sub - sections should have marks earmarked.</p>	(2x10=20)

F & B SERVICE - I

Code - 17/HM 3/25

Workload : 4 Hours Per Week

Examination : 2 Hours

Marks : 50

Objectives:

- To provide the basic functions of Food & Beverage Service department,
- To make the students to learn basic F & B Service equipments, fuels and safety.

Course Contents:

Unit - 1: Food and Beverage Services - Introduction, Concept, and Classification of Catering

Establishments, their importance; Personal Hygiene, Uniform & Grooming Standards, F&B Service Outlets & Familiarisation with their Layouts(Tea Lounge, Coffee Shop, Restaurant, Banquets, Staff Cafeteria), Hierarchy of F&B Service Department, F&B Service Brigade, Modern Staffing in various hotels, Duties & Responsibilities of various employees in F&B Service, their attributes; coordination of F&B Service with other departments.

Unit - 2: Food Service Equipments, Fuels & Safety - Food Service Equipments, Classification,

Description, Usage, Upkeep and Storage, Food Service Tools, Their Usage, Care & Maintenance, Side Stations, Safety Procedures, Fuel - Types, Usage and Precautions while Food Service. Fire, Safety & Emergency Procedures - Introduction, Types and handling fires and dealing with emergencies.

Unit - 3: Food Service -1 - Table Crockery, Cutlery, Glassware (Bar Glassware not included)

Condiments, Sweeteners, Menu - Concept, Types, Salient Features, Menu Designs, Presenting of Menu, Layout of Table, Napkin Folding (At least Ten Types), Receiving and Greeting the Guests.

Unit - 4: Food Service-II - Introduction, Classification of Services, Usage and Service Methods,

Preparation for Services, Mise-en-place and Mise-en-scene, arrangement and setting up of station, Par stocks maintained at each side station, Functions performed while holding a station, Method and procedure of taking a guest order, emerging trends in Food Services and salient features.

Suggested Reading:

- Food & Beverage Service - Dennis R.Lillicrap. & John A. Cousines. Publisher:ELBS
- Food & Beverage Service Management - Brian Varghes
- Food & Beverage Service Training Manual - Sudhir Andrews, Tata Mc Graw Hill.
- Food & Beverage Service Lillicrap & Cousins, ELBS
- Introduction F & B Service- Brown, Heppner & Deegan
- Menu Planning- Jaks Kivela, Hospitality Press
- Modern Restaurant Service- John Fuller, Hutchinson
- Professional Food & Beverage Service Management - Brian Varghese
- The Restaurant (From Concept to Operation)
- The Waiter Handbook By Graham Brown,

SCHEME OF EVALUATION	
Time: 2 hours	Max Marks: 50
I. Answer any 10 12 questions – 3 questions from each unit. (MCQs/True or False / Fill in the blanks / 1 word or 1 Sentence answer questions)	(10x1=10)
. Answer any 10 in 4-5 sentences each 12 questions – 3 questions from each unit.	(10x2=20)
II. Answer any 2 4 questions – Descriptive type – 1 from each unit The questions may have sub-sections & each sub - sections should have marks earmarked.	(2x10=20)

F & B PRODUCTION PRACTICAL – II

Code- 17/HM 3/26

Workload : 4 Hours Per Week

Examination : 3 Hours

Marks : 50

Objectives:

- To make the students learn the Indian Breads, Rice varieties,
- To expose the students to the practical aspects of the following.

Practical:

Understanding Methods of Cooking & HACCP Standards

- Cooking in Professional Kitchen - Do's & Don't's
- Understanding Eggs and their simple Breakfast Preparations preparation of:
 - Hard & soft boiled eggs.
 - Fried eggs.
 - Poached eggs.
 - Scrambled eggs.
 - Omelet's (Plain, Spanish, Stuffed)
- Familiarisation with, Poultry, Meats & Fishes - Their Simple Cuts and Cooking
- Vegetables -Their usage and cooking precautions
- Cuts of vegetables
 - Julienne
 - Jardiniere
 - Dices
 - Cubes
 - Macedoine
 - Paysanne
 - Shredding
 - Mire- poix
- Blanching of Tomatoes and Capsicum.
- Cooking vegetables:
 - Boiling (potatoes, peas)
 - Frying (Aubergine, Potatoes)
 - Steaming (Cabbage)
 - Braising (Potatoes)
 - Braising (Onions, cabbage)
- Simple Vegetable and Meat Cookery
- Identification of types of rice varieties & pulses.
- Simple preparation of Boiled rice (Draining & Absorption) method.
- Fired rice.
- Simple dal preparation
- Wheat, products like making chapattis, parathas, phulkas, Kulchas & puris.
- Simple Breakfast Preparations:
 - Preparation of Puri/ Bhaji, Allo Paratha, Chola Bhatura,
 - Preparation of Continental Breakfast

II SEMESTER B.Sc (HOTEL MANAGEMENT)

F&B PRODUCTION PRACTICAL MENU LIST

MENU NO	PARTICULARS
1.	PURI/ BHAJI WHITE RICE (JEERA)/EGG MASALA CURRY
2.	BHATURA / CHANNA MASALA SHAI THUKARA
3.	CHICKEN BIRIYANI PINEAPPLE RAITHA/PAPPAD
4.	HOT & SOUR (CHICKEN) VEG FRIED RICE / CHICKEN CHILLY
5.	ALOO PARATA VEG PULAO CHICKEN KURMA
6.	TAWA FISH PEAS PULAO VEG MAKHANI
7.	LEMON RICE ALOO GOBI KITCHARI CURD RICE / SOUTH INDIAN CHICKEN KABBA
8.	BEEF ULARTHIYATU KUSKA RICE GREEN SALAD

II SEMESTER BSc.(HM) - SCHEME OF EVALUATION

F&B PRODUCTION PRACTICAL-II

Internal Assessment Marks : 50 marks

University Exam Marks : 50 marks

Grooming	5 marks
Record / Journals	5 marks
Plan of work & Indent	10 marks
Bread (Dish)	5 marks
Rice Preparation	5 marks
Main course	10 marks
Viva	10 marks
Total	50 marks

No.of students per session: 15

No. of sessions per day: two

Time: 3 hours

ACCOMMODATION & FRONT OFFICE OPERATION PRACTICAL – II

Code - 17/HM 3/27

Workload : 4 Hours Per Week

Examination : 3 Hours

Marks : 50

Objectives:

- To expose the students to the practical aspects of the following

Practical

- Identification and familiarisation with cleaning equipments and agents.
- Cleaning of different surfaces e.g. windows, tabletops, picture frames under beds, on carpet, metal surfaces, tiles, marble and granite tops.
- Develop an understanding about basic Housekeeping procedures like Briefing, De Briefing, dealing with Lost & Found, Key Control, Forms & Registers at Control desk of Housekeeping
- Identification and familiarisation with front desk equipments and Performa's.
- Skill to handle front desk operations i.e guest reservations, guest arrival (FIT and groups) including baggage handling
- Skills to handle to telephones at the reception- receive/ record messages.
- Skills to handle guest departure (fits and groups)
- Preparation and study of countries, capitals, currencies, airlines and flags chart
- Identification and familiarisation with cleaning of Public Areas in Hotels.
- Develop an understanding about requirements of different guests, with children, business travellers, single woman traveller, differently abled travellers and acquaint the learners with procedures like expression about sharing of hotel services and facilities to guests, employees as brand ambassadors of hotels, managing guest interactions effectively.
- Handling guest Check - In , Registration, Facilitation during stay at Hotel, Billing, Related Performa's.
- Skills to handle guest accounting and departure (fits and groups)
- Role play:
 - a. At the porch, Guest driving in Doorman opening the door and saluting guest; Calling bell boy
 - b. At the Front Desk: Guest arriving; greeting & offering welcome drink and guest interactions.

Servicing of guestrooms, placing/ replacing guest supplies and soiled linen

Role play: In ref to the theory syllabus

Note: For focused inputs of accommodation the practical hours may be split up i.e first Two for Front Office and next Two for Housekeeping, thus completing 4 practical lab hours per week of two credit equivalence.

II SEMESTER BSc.(HM) - SCHEME OF EVALUATION

ACCOMMODATION & FRONT OFFICE OPERATION PRACTICAL - II

Internal Assessment Marks : 50 marks

University Exam Marks : 50 marks

Grooming	5 marks
Record / Journals	5 marks
Cleaning of Surfaces	10 marks
Accommodation Formats & Procedures	10 marks
Front office Formats & Procedures	10 marks
Viva	10 marks
Total	50 marks

No.of students per session: 15

No. of sessions per day: two

Time: 3 hours

HUMAN RIGHTS & ENVIRONMENTS

Code - 17/HM 3/28

Workload : 2 Hours Per Week

Examination : 2 Hours

Marks : 50

Objectives:

- To impart the knowledge of Fundamental Human Rights, Gender Equity and Environments.

Course Contents:

Unit - 1: Human Rights - Meaning, Universal Declaration of Human Rights.

Human Rights Advocacy: Global advocacy of Human Rights; Amnesty International and other organizations, People's Union for Civil Liberty (PUCL), Human Rights Commission of India, Minority Commission in India, Remedies, against violation of Human Rights in India.

Unit - 2: Gender Equity - Sex and Gender - Masculinity & Femininity - Patriarchy, Matriarchy; Gender Roles & Attributes, Gender Division of Labour - Gender bias - Gender Stereotypes - Need for Gender sensitization.

Unit - 3: Women's Status in India - Important indicators - sex Ratio, Education, health, Nutrition, Maternal and Infant Mortality, Work Participation rates, Political Participation.

Contemporary Women's Issues: Discrimination against Girl Child, Violence against Women, Problems of Health & Nutrition, Women's education & Gender bias in education, Trafficking in Women, Globalization and Impact on Women.

State Initiative on Gender Issues: Constitution Rights of Women - Laws pertaining to women - The national & State Commissions for Women.

Unit - 4: Environment and Environmental Pollution - Components of Environment, Concepts of Ecology, Human Population Growth, Types of pollution - (a) soil, air, water (b) noise and radioactive pollution, Sources of pollution and their effects, Control measures: Legal and administrative.

Conservation and preservation of Environment - Natural resources and their conservation - water, soil and forest, Agencies involved in environmental protection in India, Environmental movements in India, Legal administrative measures for environmental protection.

Suggested Readings:

- N.K. Chkravarthy, 1994, Environmental protection and Law, Ashish publishing house, 8/8; Panjabi Bagh, New Delhi- 110026
- Engene, P. Odum, 1983. Basic Ecology, Savndus College, London,
- Air Pollution and Environmental Protection, Kumar, N. 1999 Mittal Publication, New Delhi.
- Tridevi, R. and Singh, U.K. 1996 Environmental Laws on Wild Life, Mittsl Publications, New Delhi.
- Wild Life In India Conservation And Managemnet K.A Agarwal 2000, Nishi Publications India.
- D.D. Basu: Introduction to the Constitution of India.
- M.V. Pylee: Indian Constitution and Policies.
- Granville Asutin: The Indian Constitution. The cornerstone of a nation.
- H.M. Rajashekara: Bharatada Samvidhana Mattu Sarakara. (Kannada)
- C.K. Jain (ed): Constitution of India in precept and practice.
- V.N.Shukla: Constitution of India.
- The working of a Democratic Constitution: The Indian Experience,. New Delhi, OUP, 2000
- S. Davidson, Human Rights, Buckingham, Open University 1992.
- Nirmal Chiranjivi, Human Rights in India, New Delhi, OUP, 2001
- J.C. Johari: Indian Politics, Vishal Publications Jalandhar
- A.P. Avasthi: Indian Government and Policies. Lakshmmi Narain Agarwal, Agra.
- Anup Chand Kapur: Indian Government and Politics, S. Chand and Company, New Delhi.
- V.D. Mahajan: The Constitution of India. S. Chand and Company, New Delhi.
- Usha Sharma (ed.). Gender Mainstreaming & Women's Rights.
- Mohini Chatterjee/ Feminism and Gender Equity
- Neera Desai & Maithreyi Krishnaraj, Women's Studies in India.

SCHEME OF EVALUATION	
Time: 2 hours	Max Marks: 50
100 Multiple Choice Questions (MCQs) – 25 questions from each unit.	(100x0.5=50)

III SEMESTER B.Sc(HM)

SYLLABUS

F & B PRODUCTION – III

Code - 17/HM 3/31

Workload : 4 Hours Per Week

Examination : 2 Hours

Marks : 50

Objectives:

- To impart the knowledge of Indian cooking, Condiments, Herbs and Spices,
- To impart the practical knowledge of Indian masalas and gravies.

Course Contents:

Unit - 1: Indian Cooking - Introduction, Philosophy of Indian Food, The great Indian Cuisine - Key features, Regional influences on Indian Food, Popular foods of India (At least one simple three course menu from each region of India , North, East, South, West and Central India its salient features and cooking).

Unit - 2: Condiments, Herbs and Spices Used in India Cuisine - Introduction, Condiments, Herbs and Spices used in Indian Cuisine (Allspice, Ajowan, Aniseed, Asafoetida, Bay leaf, Cardamom, Cinnamon, Cloves, Coriander seeds, Cumin, Chilli, Fenugreek, Mace, Nutmeg, Mustard, Pepper, Poppy Seeds, Saffron, Tamarind, Turmeric, Celery, Curry Leaf, Marjoram, Pomegranate Seeds, Stone Flowers, Basil, Betel Root, Black Salt, Red Chilli, Rock Salt) Various ways of using spices, their storage and usage tips.

Unit - 3: Masalas, Pastes and Gravies in Indian cooking - Masalas and Pastes: Introduction, Types, Blending of Spices, Concept of Dry and Wet Masalas, Pastes used in Indian Cooking, Purchasing, Storing Considerations. Basic Indian Gravies: Introduction, Gravies and Curries, Regional Gravies, Gravy Preparations.

Unit - 4: Commodities and their usage in Indian Kitchens - Introduction, Souring Agents, Colouring Agents, Thickening Agents, Tendering Agents, Flavouring and Aromatic Agents, Spicing Agents in Indian Kitchens.

Suggested Readings:

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

SCHEME OF EVALUATION	
Time: 2 hours	Max Marks: 50

IV. Answer any 10 12 questions – 3 questions from each unit. (MCQs/True or False / Fill in the blanks / 1 word or 1 Sentence answer questions)	(10x1=10)
V. Answer any 10 in 4-5 sentences each 12 questions – 3 questions from each unit.	(10x2=20)
VI. Answer any 2 4 questions – Descriptive type – 1 from each unit The questions may have sub-sections & each sub - sections should have marks earmarked.	(2x10=20)

ACCOMMODATION & FRONT OFFICE OPERATION – III

Code -17/HM 3/32

Workload : 4 Hours Per Week

Examination : 2 Hours

Marks : 50

Objectives:

- To make the students to understand cleaning procedures of public area,
- To impart the knowledge of Guest special provisions, safety and security.
- To impart the knowledge of Guest departure and Post departure activities.

Course Contents:

Unit - 1: Cleaning of Public Areas - Cleaning of Public Areas: Cleaning Process, Cleaning and upkeep of Public areas, (Lobby, Cloak rooms/ Restaurant/ bar/ banquet Halls/ Administration offices/ Lifts and Elevators/ Staircase/ back areas/ Front areas/ Corridor), Pest Control: Types of pests, Control procedures, Safeguarding Assets: Concerns for safety and security in Housekeeping operations, Concept of Safeguarding assets.

Unit - 2: Special Provisions for Guests, Safety, Security and First Aid - Guest room features for differently abled - added features and modifications, Public Areas: Wash - rooms, restaurants, main entrance etc. added features and modifications. Situation Handling/ Service Design, for typical Market Segment (Safety, security & Comfort); Airlines crew guest rooms, single lady guests, Children. The Concept and Importance, Safety: Accidents, Fires (Cause, Procedure, Accident report form), Security: Security of Guest/ Staff/ Public areas/ Rooms/ Back office areas, First Aid: Concept and Emergency Procedures (Heart Attack, Fits, Burns, Fainting, Fractures, Scalds, Artificial respiration

Unit - 3: The Guest Stay with Hotel - Registration: concept, systems and its procedure, Registration form and C Form, No Shows, Rooming of Guests, Message Handling, Dealing with Guests Requests and Complaints, Travel Desk and Concierge: functions; luggage, paging, message and left luggage handling procedure, foreign currency handling, Room selling techniques, Communicating with guests.

Unit - 4: The Guest Departure and Post Departure Services at Front Desk - The guest accounting, the guest ledgers, city ledger, tips and advances, front office cash sheet, paid out, bank netreceipts, over and shorts, settlement of bills, credit card handling, handling vouchers of - room rate, food sales, laundry, other guest services, miscellaneous charges, credit security measures, cash and credit control, express check out, early and late check outs, group departures, post departure courtesy services

Suggested Readings:

- Hotel Hostel and Hospital Housekeeping - Joan C Branson & Margaret Lennox (ELBS).
- Hotel House Keeping - Sudhir Andrews Publisher: Tata Mc Graw Hill.
- Hotel Housekeeping Operations & Management - Raghubalan, Oxford University Press.
- Housekeeping and Front Office - Jones
- Managing Housekeeping Operations - Margaret Kappa & Aleta Nitschke
- Professional Management of Housekeeping Operations (II) Edn.) - Rohert J. Martin & Thomas J.A. Jones, Wiley Publications
- Security Operations By Robert Mc Crie, Publishe: Butterworth – Heinemann
- The Professional Housekeeper - Tucker Schneider,; Wiley Publications
- Front Office Training manual - Sudhir Andrews. Publisher: Tata Mac Graw Hill
- Managing Front Office Operations - Kasavana & Brooks Educational Institution AHMA

- Front Office - Operations and management - Ahmed Ismail (Thomson Delmar).
- Managing Computers in Hospitality Industry - Michael Kesavana & Cahell.
- Front Office Operations - Colin Dix & Chris Baird.
- Front Office Operation Management- S.K Bhatnagar, Publisher: Frank Brothers
- Managing Front Office Operations By Kasvan & Brooks

SCHEME OF EVALUATION	
Time: 2 hours	Max Marks: 50
I. Answer any 10 12 questions – 3 questions from each unit. (MCQs/True or False / Fill in the blanks / 1 word or 1 Sentence answer questions)	(10x1=10)
II. Answer any 10 in 4-5 sentences each 12 questions – 3 questions from each unit.	(10x2=20)
III. Answer any 2 4 questions – Descriptive type – 1 from each unit The questions may have sub-sections & each sub - sections should have marks earmarked.	(2x10=20)

F & B SERVICE – II

Code - 17/HM 3/33

Workload : 4 Hours Per Week

Examination : 2 Hours

Marks : 50

Objectives:

- To impart the knowledge of Non alcoholic beverages, coffee shop and breakfast service
- To impart the knowledge of Restaurant and in-house service

Course Contents:

Unit - 1: Non Alcoholic Beverages & Mocktails - Introduction, Types (Tea, Coffee, Juices, Aerated Beverages, Shakes) Descriptions with detailed inputs, their origin, varieties, popular brands, presentation and service tools and techniques. Mocktails - Introduction, Types, Brief Descriptions, Preparation and Service Techniques

Unit - 2: Coffee Shop & Breakfast Service - Introduction, Coffee Shop, Layout, Structure, Breakfast: Concept, Types & classification, Breakfast services in Hotels, Preparation for Breakfast Services, Mise-en-place and Mise-en-scene, arrangement and setting up of tables/ trays, Functions performed while on Breakfast service, Method and procedure of taking a guest order, emerging trends in Breakfast Services and salient features.

Unit - 3: Food and Beverage Services in Restaurants - Introduction, Concept of Restaurant, Types of Restaurants, their salient features; Set up of Restaurants and their Layouts, Restaurant Teams Organisational Structure, Modern Staffing in various hotels, Method and procedure of receiving guests, taking guest orders, Service equipment used and its maintenance, Coordination with housekeeping for soil linen exchange, Physical inventory monthly of crockery, cutlery, linen etc., Equipment, furniture and fixtures used in the restaurant and their use and maintenance, Theme and Speciality Restaurants, Celebrity Restaurants.

Unit - 4: Room Service/ In Room Dining - Introduction, Concept of Room Service/ In Room Dining, Their Salient Features, Understanding Guest expectations in Room Service, Room Service Equipments, Set up of Trays & Trolleys, Upkeep and Storage, Service Tools, Clearance, Presentation of Bills, Room Service Dos & Don'ts. Mini Bar Management in Guest Rooms, Guest Interaction - Have and Have not's.

Suggested Reading:

- Food & Beverage Service - Dennis R.Lillicrap. & John A. Cousines. Publisher: ELBS
- Food & Beverage Service - Sudhir Andrews, Tata Mc Graw Hill.
- Food & Beverage Service Lillicrap & Cousins, ELBS
- Introduction F & B Service- Brown, Heppner & Deegan
- Modern Restaurant Service- John Fuller, Hutchinson
- Professional Food & Beverage Service Management - Brian Varghese
- The Restaurant (From Concept to Operation)

SCHEME OF EVALUATION	
Time: 2 hours	Max Marks: 50
I. Answer any 10 12 questions – 3 questions from each unit. (MCQs/True or False / Fill in the blanks / 1 word or 1 Sentence answer questions)	(10x1=10)

II. Answer any 10 in 4-5 sentences each 12 questions – 3 questions from each unit.	(10x2=20)
III. Answer any 2 4 questions – Descriptive type – 1 from each unit The questions may have sub-sections & each sub - sections should have marks earmarked.	(2x10=20)

HYGIENE & SANITATION

Code - 17/HM 3/34

Workload : 4 Hours Per Week

Examination : 2 Hours

Marks : 50

Objectives:

- To impart the knowledge of personal and kitchen hygiene.

Course Contents:

Unit - 1: Personal Hygiene - Standards of personal health & hygiene (hands and skin, hair, nose, mouth and ears, cuts and boils etc, jewellery and perfume, smoker), Protective Clothing (clothes, aprons, head coverings, gloves, footwear), Equipment for personal hygiene, General Health & reporting of illness.

Unit - 2: Hygiene In The Kitchen - Keeping plant and equipment clean (clean as you go systems and deep cleaning operations), Cleaning methods (manual, automatic, double sink washing), Cleaning of hoods, ranges, food mixers, chopping blocks, slicers and juicers)

Unit - 3: Hygiene In Storage Of Raw And Cooked Foods - Food storage conditions for dry foods, canned foods and perishables, Correct use of refrigerators, walk in coolers, reach in refrigerators, Thawing of frozen food, rules for handling frozen poultry, Equipment and the temperatures used for holding cooked foods.

Unit - 4: Garbage Disposal - Classification of garbage, Generation points, Storage of garbage, Disposal of garbage, Waste disposal units fitted to sinks.

Suggested Readings:

- Park's Text Book of Preventive & Social Medicine, 13th edition.
- Catering Management, An integrated approach
- Social and preventive medicine by Park. J.E
- Food Hygiene and Sanitation by Roday
- Hygiene by Hazelwood & Mc Lean

SCHEME OF EVALUATION	
Time: 2 hours	Max Marks: 50
I. Answer any 10 12 questions – 3 questions from each unit. (MCQs/True or False / Fill in the blanks / 1 word or 1 Sentence answer questions)	(10x1=10)
II. Answer any 10 in 4-5 sentences each 12 questions – 3 questions from each unit.	(10x2=20)
III. Answer any 2 4 questions – Descriptive type – 1 from each unit The questions may have sub-sections & each sub - sections should have marks earmarked.	(2x10=20)

HOSPITALITY INFORMATION SYSTEM

Code - 17/HM 3/35

Workload : 4 Hours Per Week

Examination : 2 Hours

Marks : 50

Objectives:

- To impart the basic knowledge of Computers and its software's, which are used in Hospitality Industry.

Course Contents:

Unit - I: Introduction to Computers - Introduction to Computer: Classification, Generations, Organization, Capabilities Characteristics & Limitations, Application of Computer in Hotels, Familiarisation with Components of Computers - Hardware: Hardware elements - input, storage, processing & output devices. Block diagram of computer,

Unit - 2: Introduction to Computers Software - Types of Software, System Software, Application Software, Utility Software's, Use of MS- Office: Basics of MS- Word. MS- Excel and MS-Power Point.

Unit - 3: Internet & Applications - Introduction to Internet: Definition of networks, concepts of webpage, website and web searching (browsing). Benefits, Application, Working, Hardware and Software requirements, World Wide Web, Web Browser, URL, Search Engines, Email

Unit - 4: Social Media Applications and Hospitality - Introduction to Social Media, Its Role in Hospitality Promotion, Facebook - Creating Pages and Profiles, Merits/Demerits of Social Media, Linked In, Twitter and Other Social Media Applications.

Suggested Reading:

- Leon & Lion, Introduction to Computers, Vikas Publishing House, New Delhi
- June Jamrich Parsons, Computer Concepts 7th Edition, Thomson Learning, Bombay.
- Comer 4e, Computer networks and Internet, Pearson Education
- White, Data Communications & Computer Network, Thomson Learning, Bombay.
- Computers in Hotels - Concepts & Applications : Partho P Seal Oxford University Press

SCHEME OF EVALUATION	
Time: 2 hours	Max Marks: 50
I. Answer any 10 12 questions – 3 questions from each unit. (MCQs/True or False / Fill in the blanks / 1 word or 1 Sentence answer questions)	(10x1=10)
II. Answer any 10 in 4-5 sentences each 12 questions – 3 questions from each unit.	(10x2=20)

III. Answer any 2 4 questions – Descriptive type – 1 from each unit The questions may have sub-sections & each sub - sections should have marks earmarked.	(2x10=20)

F & B PRODUCTION PRACTICAL – III

Code - 17/HM 3/36

Workload : 4 Hours Per Week

Examination : 3 Hours

Marks : 50

Objectives:

- To impart the knowledge of the followings

Practical

- Understanding Indian Cooking and Preparation of simple popular foods of India (At least one simple three course menu from each region of India , North, East, South, Seat and Central India its salient features and cooking).
- Condiments, Herbs & Spices in Indian Kitchen - Do's & Don't's
- Understanding Preparations of Masalas, Pastes and Gravies in Indian Kitchen
Preparation of:
 - (i) Makhni Gravy
 - (ii) Green Gravy
 - (iii) White Gravy
 - (iv) Lababdar Gravy
 - (v) Kadhai Gravy
 - (vi) Achari Gravy
 - (vii) Malai Kofta Gravy
 - (viii) Yakhni Gravy
 - (ix) Yellow Gravy
 - (x) Korma Gravy
- Familiarisation with, commodities and their usage in Indian Kitchens with the help of simple dishes preparations indicating their usage.

III SEMESTER B.Sc (HOTEL MANAGEMENT)

F&B PRODUCTION PRACTICAL MENU LIST

MENU NO	PARTICULARS
1.	MASALA PAPAD MAKHNI PANEER VEG PULAO
2.	CHICKEN SUKKA ALOO PALAK ROTI
3.	GOBI 65 SHAHI MURGH TOMATO BATH
4.	KADIPATHA MURGH VEG KHADAI APPAM
5.	HARA BHARA KEBAB ACHARI MURGH NEER DOSA
6.	KOZHI PORICHADU MALAI KOFTA / WHITE & YELLOW GRAVY ROTI
7.	MENASU PHODI MURGH LABABDAR BUTTER NAN
8.	MACHI AMRITSARI PHULKA GOBI KHORMA
9.	ALOO CHAT SOUTH GRAVY/SAMBAR BOILED RICE

III SEMESTER BSc.(HM) - SCHEME OF EVALUATION

F&B PRODUCTION PRACTICAL-II

Internal Assessment Marks : 50 marks

University Exam Marks : 50 marks

Journal / Record book	5 marks
Indent & Plan of work	5 marks
Three course Menu: Any one menu from the III Semester Practical syllabus	30 marks
Viva	10 marks
Total	50 marks

No.of students per session: 15

No. of sessions per day: two

Time: 3 hours

F & B SERVICE PRACTICAL – I

Code - 17/HM 3/37

Workload : 4 Hours per week

Examination : 3 Hours

Marks : 50

Objectives:

- To impart the knowledge of the followings

Practical

- Understanding Non Alcoholic Beverages, Types & Service Techniques
- Guest Interactions while on Food Service - Do's & Don't's
- Understanding Mocktails, Their Presentation and Services (At least ten types of Mocktails)
- Breakfast Services: Types, Breakfast Layouts, Menu Knowledge, Table Services, Clearance & Acknowledging guests.
- Familiarisation with Food Service in Restaurants (Receiving Guests, Table Layouts, Complimenting them, Presentation of Bills, Dealing with in house/ residential guests)
- Restaurant Services - Their salient features, Table Layouts, Presenting Menus, precautions while dealing with guests, Commitments with guests, Food Pickup Procedures, Clearance and Dishwashing Procedures
- Room Service Practical, Taking of Orders, Delivery of Food Services, Identifying Room Service Equipment, Importance of Menu Knowledge for Order-taking (RSOT functions/procedures), Food Pickup Procedure, Room service Layout Knowledge, Laying of trays for various orders, Pantry Elevator Operations, Clearance Procedure in Dishwashing area, Room service Inventories and store requisitions.

III SEMESTER BSc.(HM) - SCHEME OF EVALUATION

F&B SERVICE PRACTICAL-I

Internal Assessment Marks : 50 marks

University Exam Marks : 50 marks

Journal	5 marks
Identification equipments	5 marks
Mocktails (Recipes & Making)	10 marks
Breakfast Tray for Room Service	5 marks
Restaurant : Layout	5 marks
Menu Making	10 marks
Viva	10 marks
Total	50 marks

No.of students per session: 15

No. of sessions per day: two

Time: 3 hours

HOSPITALITY INFORMATION SYSTEM PRACTICAL

Code - 17/HM 3/38

Workload : 4 Hours Per Week

Examination : 2 Hours

Marks : 50

Objectives:

- To impart the basic knowledge computers applications from the followings

Practical

Courses included

- ❖ **Microsoft Windows**
- ❖ **Microsoft Word 2007**
- ❖ **Microsoft Excel 2007**
- ❖ **Microsoft Powerpoint**

MICROSOFT WINDOWS

Topics to be covered

- Use the Start menu and Taskbar to open and manage programs
- Navigate the folder hierarchy and work with folders
- Work with the Recycle Bin to manage deleted items
- Work with Favourites and shortcuts in Windows Explorer
- Use Windows 7's search facility to locate files on your computer
- Personalise your computer and the desktop
- Work with desktop icons, including creating, selecting, arranging and deleting
- Manage your printer and printing tasks in Windows 7
- Manage user accounts
- Understanding the security and safety features of Windows 7
- Learn how to use Windows Help and Support

MICROSOFT WORD 2007

Topics to be covered

- ❖ Create, navigate, and organize documents
- ❖ Use the help functions.
- ❖ To edit and manipulate text,
- ❖ View and format documents,
- ❖ Use word's predefined functions
- ❖ Use the find and replace feature
- ❖ Use proofing and language tools
- ❖ create, format and modify tables,
- ❖ How to preview and print a document.

Exercises :

1. Designing a Menu Card
2. Guest registration Card
3. Designing a Hotel Brochure
4. Mail Merge
5. Room Bill
6. Newspaper Columns

MICROSOFT EXCEL 2007**Topics to be covered**

- ❖ To create and manage worksheets and workbook files;
- ❖ Enter data and create basic formulas to perform calculations. They learn
- ❖ To edit and manipulate cell content,
- ❖ Modify worksheet structure,
- ❖ View and format worksheets
- ❖ Creating Basic Formulas
- ❖ Use Excel's predefined functions
- ❖ Use the Find and Replace feature
- ❖ Use themes to format workbooks
- ❖ Preparing, previewing, and printing worksheets.

Exercises :

1. Statistical Sales Analysis
2. Profit Analysis of Sales with Charts
3. Cost Analysis of a Item
4. Vendor status report
5. Data Filtering
6. Employee Payroll Report

MICROSOFT POWERPOINT**Topics to be covered**

- ❖ Creating slide show using;
 - a) Template
 - b) Wizard
- ❖ Inserting slide into existing presentation.
- ❖ Inserting pictures in a slide show.
- ❖ Formatting a slide
 - a) Giving background, font style and color
 - b) Using word art

- ❖ Animating a slide show
- ❖ Auto presentation of a slide show.
- ❖ Shortcut keys of power point.
- ❖ Auto presentation of a slide show

Exercises:

1. Presentation on Srinivas Group of Colleges
2. Presentation on any Hotel Management related topic

Presentation on any item preparation – recipe, method of preparation and presentation of the dish.

**III SEMESTER BSc.(HM) - SCHEME OF EVALUATION
HOSPITALITY INFORMATION SYSTEM PRACTICAL**

Internal Assessment Marks : 50 marks

University Exam Marks : 50 marks

Journal	05 marks
*Exercise No.1	15 marks
*Exercise No.2	15 marks
Procedure	05 marks
Viva	10 marks
Total	50 marks

*Attempt any 2 out of 3 exercises.

Note: Exercise 1 to be given from MS-WORD

Exercise 2 to be given from MS-EXCEL

Exercise 3 to be given from MS-POWER POINT

No.of students per session: 15

No. of sessions per day: two

Time: 3 hours

IV SEMESTER B.Sc(HM)

SYLLABUS

F & B PRODUCTION – IV

Code - 17/HM 3/41

Workload : 4 Hours per week

Examination : 2 Hours

Marks : 50

Objectives:

- To expose students to cuisines of North India and North West India,
- To impart the knowledge of Geological and influencing factors of North and North West Indian cuisines.

Course Contents:

Unit - 1: Cuisines of Kashmir, Himachal & Uttarakhand - Introduction, Geographical Perspectives, Brief Historical Background, Characteristics & Salient Features of Cuisine , Key Ingredients, Popular Foods, Seasonal Foods, Special Equipments, Staple Diets, Specialities during Festivals and Other Occasions, Community Foods.

Unit - 2: Cuisines of Punjab, Haryana & Delhi - Introduction, Geographical Perspectives, Brief Historical Background, Characteristics & Salient Features of Cuisine , Key Ingredients, Popular Foods, Seasonal Foods, Special Equipments, Staple Diets, Specialities during Festivals and Other Occasions, Community Foods.

Unit - 3: Cuisines of Rajasthan & Gujarat - Introduction, Geographical Perspectives, Brief Historical Background, Characteristics & Salient Features of Cuisine , Key Ingredients, Popular Foods, Seasonal Foods, Special Equipments, Staple Diets, Specialities during Festivals and Other Occasions, Community Foods.

Unit - 4: Cuisines of Maharashtra & Goa - Introduction, Geographical Perspectives, Brief Historical Background, Characteristics & Salient Features of Cuisine , Key Ingredients, Popular Foods, Seasonal Foods, Special Equipments, Staple Diets, Specialities during Festivals and Other Occasions, Community Foods.

Suggested Readings:

- Quantity Food Production Op. and Indian Cuisine - Parvinder S Bali, Oxford University Press
- A Taste of India By Madhur Jafferey - John Wiley & Sons
- Food of Haryana: The Great Chutneys - Dr Ashish Dahiya, University Press, MDU
- Indian Gastronomy - Manjit Gill, DK Publishers
- Food of Haryana: The Great Desserts - Dr Ashish Dahiya, University Press, MDU
- Punjabi Cuisine - Manjit Gill
- My Great India Cook Book - Vikas Khanna
- Modern Cookery (Vol -I) By Philip E. Thangam, Publishers: Orient Longman
- Practical Cookery By Kinton & Cessarani
- Hymns from the Soil: A Vegetarian Saga
- Practical Professional Cookery By Kauffman & Cracknell
- Professional Cooking by Wayne Gisslen, Publisher Le Cordon Bleu
- Theory of Catering by Kinton & Cessarani
- Theory of Cookery By K Arora, Publisher: Frank Brothers

SCHEME OF EVALUATION	
Time: 2 hours	Max Marks: 50
VII. Answer any 10 12 questions – 3 questions from each unit. (MCQs/True or False / Fill in the blanks / 1 word or 1 Sentence answer questions)	(10x1=10)
VIII. Answer any 10 in 4-5 sentences each 12 questions – 3 questions from each unit.	(10x2=20)
IX. Answer any 2 4 questions – Descriptive type – 1 from each unit The questions may have sub-sections & each sub - sections should have marks earmarked.	(2x10=20)

F & B SERVICE – III

Code- 17/HM 3/42

Workload : 4 Hours Per Week

Examination : 2 Hours

Marks : 50

Objectives:

- To impart the knowledge of buffet and Restaurant planning and its operations.
- To make the students to learn F & B and budgetary controls.

Course Contents:

Unit - 1: Restaurant Planning - Introduction, Planning & Operating various F & B Outlets and support, ancillary areas, Factors- Concept, Menu, Space & Lighting, Colors and Market, Restaurant Design team. Restaurant Problems and Guest Situation Handling - (thumb rules), Hosting Theme Functions/ Lunches/Events, Preparation of Flamb'es & Gueridon Service

Unit - 2: Buffet - Introduction, Types, Buffet Sectors, Equipments Used, Factors, Space requirements & Checklist, Buffet Presentation, menu planning, staff requirement, Buffet Management. Function Catering: Introduction, Types of Function, Function Administration & Organization- Booking Procedure, Menus, Function contracts, Seating Arrangements. Other Catering Operations: Off- Premises Catering, Hospital Catering, Industrial & Institutional Catering, Airline & Railway catering, Home Delivery, Take away, Afternoon & High Teas: Introduction, Menu, Cover & Service.

Unit - 3: F & B Control - Overview: Introduction, Objectives of F & B Control, Problems in F & B Control, Methodology of F & B Control, Personnel Management in F & B Control. Cost & Sales Concepts: Definition of Cost, Elements of Cost, Classification of Cost, Sale defined, Ways of expressing sales concepts. Cost Volume/ Profit Relationships (Break- even analysis).

Unit - 4: Budgetary Control - Introduction, Objectives, Kinds of Budget, Budgetary Control Process, Stages in the preparation of Budgets. Budgeting for F & B Operations Food & Beverage Control: Purchasing Control, Receiving Control, Storing and Issuing Control, Menu Management: Introduction, Types of Menu Planning Considerations & Constraints, Menu Costing and Pricing, Menu Merchandising, Menu Engineering, Menu Fatigue, Menu as a In- House Marketing, Tool.

Suggested Readings:

- Financial & Cost control techniques in hotel & Catering Industry - Dr J.M.S. Negi
- Food & Beverage Control By: Richard Kotas and Bernard Davis
- Food & Beverage Cost Control- Lea R Dopson, Wiley Publishers.
- Food & Beverage Management By: Bernard Davis & Stone
- Food & Beverage Service- Dennis R. Lillicrap. & John.A. Cousins. Publisher: ELBS
- Food & Beverage Service Management- Brian Vargese
- Food & Beverage Service Training Manual- Sudhir Andrews, Tata Mc Graw Hill.
- Hotel & Catering Costing & Budgets, RD. Boardman, Heinemann
- Introduction F & B Service- Brown, Heppner & Deegan

SCHEME OF EVALUATION	
Time: 2 hours	Max Marks: 50
I. Answer any 10 12 questions – 3 questions from each unit. (MCQs/True or False / Fill in the blanks / 1 word or 1 Sentence answer questions)	(10x1=10)
II. Answer any 10 in 4-5 sentences each 12 questions – 3 questions from each unit.	(10x2=20)
III. Answer any 2 4 questions – Descriptive type – 1 from each unit The questions may have sub-sections & each sub - sections should have marks earmarked.	(2x10=20)

FOOD SCIENCE & NUTRITION

Code - 17/HM 3/43

Workload : 4 Hours Per Week

Examination : 2 Hours

Marks : 50

Objectives:

- To give the students an understanding of the fundamentals of nutrition to establish the role of Nutrition in relation to health.
- To promise knowledge of food science so that they will be able to apply this knowledge in providing quality food products.

Course Contents:

Unit - 1: Fundamentals of Nutrition

Introduction to the study of Nutrition- Foods, Nutrition & Health, Nutrients, Importance of Food, Digestion and absorption of food, Recommended Dietary Allowances for Nutrients.

Nutrients- Carbohydrates, Lipids, Proteins, Vitamins & Minerals, Water - Composition, Classification, Functions, Sources & deficiency, Dietary Fibre.

Classification of Raw Materials into Food groups- Energy yielding, body building, protective foods.

The Nutritive value of Foods.

Unit - 2: Food Preservation - Importance of Food Preservations- Causes of food spoilage, Principles of Food preservation- Methods of Food preservation - Dehydration, Smoking, Mechanical Drying, Addition of Salt, Sugar, Use of Oil & Spices, Use of Acid, Use of Chemical preservation, Use of Low temperature, Use of High Temperature - Beneficial effects of micro organisms in food preservation(Moulds, Yeast, Bacteria).

Unit - 3: Adultration - Definition, Types of Adultrates - intentional, incidental, metallic-detection of adultrants - Food laws and food standards.

Unit - 4: Dietetics - Food guides for selecting an adequate Diet, Balanced Diet, Low Calorie Diet, Fibre restricted Diet and high Fibre diets- Factors influencing food intake and food habits (Cultural, Social, Economic, Psychological, Religious, Age)

Suggested Readings:

- Food & Nutrition - Volume I & Volume II by Dr. M. Swaminathan
- Food Microbiology by W.C.Frazier I.D.C Westhoff
- A text book of Foods, Nutrition & Dietitics by M. Raheena Begum
- Fundamentals of Foods & Nutritions by Sumathi R Mudambi & M.V Rajagopal

- Foods - Facts & Principles by N. Shakunthala Manay & M. Shadaksharaswamy.
- Normal & Therapeutic Diets by Cosine. H. Robinson, Marilyn R. Lawler - 18th edition.

SCHEME OF EVALUATION	
Time: 2 hours	Max Marks: 50
I. Answer any 10 12 questions – 3 questions from each unit. (MCQs/True or False / Fill in the blanks / 1 word or 1 Sentence answer questions)	(10x1=10)
II. Answer any 10 in 4-5 sentences each 12 questions – 3 questions from each unit.	(10x2=20)
III. Answer any 2 4 questions – Descriptive type – 1 from each unit The questions may have sub-sections & each sub - sections should have marks earmarked.	(2x10=20)

HOTEL ACCOUNTING AND STATISTICS

Code - 17/HM3/44

Workload : 4 Hours Per Week

Examination : 2 Hours

Marks : 50

Objectives:

- To give the students an insight into the practical accounting systems adopted in hotels and to give the students a basic exposure to the concepts of statistics and its importance in hotels.

Course Contents:

Unit - 1: Introduction, Basic Accounting, Cash Book And Final Accounts - Definition-Need-Accounting V/S Book-keeping-Accounting Terms, Basic Accounting Equation-Systems of book keeping- Double entry System of book- keeping-Classification of accounts and Rules of debit and credit. Journal- Meaning-steps involved in journalizing—problems on journalizing. Ledger and Trial Balance- Meaning-Posting to ledger-Balancing of ledger accounts (concept only). Simple problems on the preparation of trial balance. Subsidiary Books- (Theory and concepts), Types of cash book--Single, Double and three column cash book, bank reconciliation statement. (Simple problems on three column cash book only). Final Accounts- Preparation of Trading, Profit and Loss account and Balance sheet with the following adjustments only— Depreciation, closing stock, reserve for bad debts, O/S Expenses, Prepaid expenses, unearned incomes.

Unit - 2: Theory Of Hotel Accounting - Uniform system of accounting-Night audit and its functions. Revenue and non-revenue earning departments of hotels, various types of ledgers maintained in hotels. Visitors tabular ledger and Guest folios (concepts only). Operating Ratios—ARR, RevPAR, Average Food Service Check, Food Cost Percentage, Beverage cost percentage and Labour cost Percentage (concepts only).

Unit - 3: Introduction and Statistical Investigation - Statistics- Meaning – definition – scope – functions – limitations of statistics, basic concepts of statistics. Statistical Investigation- meaning and stages. Primary and Secondary data, collection of data. Sampling – Tabulation - Classification – Frequency distribution. Simple Problems on classification, Tabulation and Frequency distribution.

Unit - 4: Presentation Of Data And Measures Of Central Tendency - Diagrams-theory and concepts. Bar diagrams- Simple, sub divided, Percentage bar diagrams (simple problems on above mentioned bar and diagrams) Graphs: Histogram, frequency polygon, frequency curve (Simple problems on preparation of above mentioned graphs).

Arithmetic Mean, Median & Mode - For grouped and ungrouped data (Simple problems on calculation of mean, median and mode).

Suggested Readings:

- Accounting –B S Raman
- Elements of Accounting-R S Rawath
- Financial Cost control in the hotel and catering industry - Jagmohan Negi
- Introduction to accounting –T S Grewal
- Statistical Methods - S. P. Gupta
- Statistics - Rajmohan
- Statistics - N. D. Sanchethi and Kapoor
- Practical Statistics - S.P. Gupta

SCHEME OF EVALUATION	
Time: 2 hours	Max Marks: 50
I. Answer any 10 12 questions – 3 questions from each unit. (MCQs/True or False / Fill in the blanks / 1 word or 1 Sentence answer questions)	(10x1=10)
II. Answer any 10 in 4-5 sentences each 12 questions – 3 questions from each unit.	(10x2=20)
III. Answer any 2 4 questions – Descriptive type – 1 from each unit The questions may have sub-sections & each sub - sections should have marks earmarked.	(2x10=20)

F & B PRODUCTION PRACTICAL – IV

Code - 17/HM 3/45

Workload : 4 Hours Per Week

Examination : 3 Hours

Marks : 50

Objectives:

- To impart the knowledge of the followings
 - **Cuisines of Kashmir, Himachal & Uttarakhand,**
 - **Cuisines of Punjab, Haryana & Delhi,**
 - **Cuisines of Rajasthan & Gujarat,**
 - **Cuisines of Maharashtra & Goa .**

Practical:

- Two Menus about 3-5 dishes per menu per state.

Note: For focused inputs Regional Theme Lunches/ Festivals may be organised as a part of activity based learning.

IV SEMESTER B.Sc (HOTEL MANAGEMENT)
F&B PRODUCTION PRACTICAL MENU LIST

MENU NO	PARTICULARS
1.	<u>GOAN</u> CALDOVERDE CHICKEN VINDALOO PLAIN RICE ALA BELE
2.	<u>KASHMIRI</u> SEEKH KABAB MUTTON ROGAN JOSH RICE PHIRNI
3.	<u>PUNJABI</u> PANEER TIKKA DAL MAKHNI NAAN CHANNA DAL KHAJUR KA HALWA
4.	<u>RAJASTHANI</u> DAHI ALOO SHAK MIX DAL AJWAN POORI MOONGDAL HALWA
5.	<u>GUJRATHI</u> KHAMAN DHOKLA GUJRATHI DAL BHAKRI SWEET POTATO BASUNDI
6.	<u>MAHARASHTRA</u> SAGODANA WADA CHICKEN KOLAPURI/ROTI MOHANTHAL
7.	<u>DELHI</u> ALOO TIKKY MURG KHORMA RICE RICE KHEER
8.	<u>HIMACHAL</u> DHAM CHHAGOSTH ROTI MITHA
9.	<u>HARIYANA</u> CURRY PAKODA JEERA RICE HARA DHANIYA CHOLE GAJAR KA HALWA
10.	<u>UTTARAKHAND</u> GARWAL KA FANNAH

	PALAK PANEER JHANGORA KHEER
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IV SEMESTER BSc.(HM) - SCHEME OF EVALUATION

F&B PRODUCTION PRACTICAL - IV

Internal Assessment Marks : 50 marks

University Exam Marks : 50 marks

Journal	05 marks
Plan of Work /Indent	05 marks
Starter	05 marks
Main dish	10 marks
Roti / Rice	05 marks
Dessert	10 marks
Viva	10 marks
Total	50 marks

No.of students per session: 15

No. of sessions per day: two

Time: 3 hours

F & B SERVICE PRACTICAL – II

Code - 17/HM 3/46

Workload : 4 Hours Per Week

Examination : 3 Hours

Marks : 50

Objectives:

- To impart the knowledge of the followings

Practical

- Restaurant Set -ups of different types & services
- Service of Afternoon & High teas
- Buffet Lay -up, theme Buffets set up
- Theme Parties
- Role Plays & Situation handling in Restaurant
- Gueridon Service

IV SEMESTER BSc.(HM) - SCHEME OF EVALUATION

F&B SERVICE PRACTICAL - II

Internal Assessment Marks : 50 marks

University Exam Marks : 50 marks

Journal	05 marks
Banquet Menu	10 marks
Situation Handling	10 marks
Service of Tea / Coffee	05 marks
Gueridon Service	10 marks
Viva	10 marks
Total	50 marks

No.of students per session: 15

No. of sessions per day: two

Time: 3 hours

ORGANIZATIONAL BEHAVIOUR

Code - 17/HM 3/47

Workload : 4 hours per week

Examination : 2 hours

Marks : 50

Objectives:

- To develop ability to handle personnel in the fast changing organizational Scenario
- To develop leadership skills to manage change emotionally culturally and structurally
- To understand the dynamics of people's behavior
- To develop oneself into a better person in terms of growth and fulfillment
- To understand individual difference and relate them to effective management of human resource

Course Contents:

Unit - 1: Personality and Development Phases - Personality, Factors affecting Personality - nature, nurture, situation - Types - Indian Classification - Western classification - ID, ego superego - Behavioural approach, Eight stages of the human being - Moral development - Locus of control - Social styles - Life orientation - Attitude (Jungian, Myers Briggs Typologies)

Unit - 2: Emotional Behaviour - Accommodation of feeling - Strong emotion of anger - Fear (dealing with) Views of human nature - Awareness Wheel - Bases power - Personal power

Unit - 3: Motivation and Personal Change - Definition - Theory X and Y -Maslow's, Human needs - Achievement -Motivation - Herzbergs hygiene - Factors and motivators, Co-dependence - Pendulum - Swing in growth process -Rational - Emotional behavior - Changing once own behavior - Roles - Role efficiency / efficacy - Aspects of life.

Unit - 4: Stress - Definition - General - Work related - Types of stress - Factors affecting stress - Stress cycles - G.A.S -Theory - Stress coping measures.

Suggested Readings:

- Theories of Personality - Calvin S Hall. Gardner Lindzey. John B Campbell
- Introduction to Psychology - Clifford T Morgan, Richard A King, John R Weiz, John Schopler.
- Theories and Models in Applied Behavioural Sciences Vol I - Pfeifer & Co
- Heiman Behaviour at work - John W Newstrom and Keith Davies.

SCHEME OF EVALUATION	
Time: 2 hours	Max Marks: 50
I. Answer any 10 12 questions – 3 questions from each unit. (MCQs/True or False / Fill in the blanks / 1 word or 1 Sentence answer questions)	(10x1=10)
II. Answer any 10 in 4-5 sentences each 12 questions – 3 questions from each unit.	(10x2=20)
III. Answer any 2 4 questions – Descriptive type – 1 from each unit The questions may have sub-sections & each sub - sections should have marks earmarked.	(2x10=20)

CARVING (P)

Code - 17/HM 3/48

Workload : 4 hours per week

Examination : 3 hours

Marks : 50

Objectives:

- To give hands on training in carvings.

Practical

- Vegetable Carving - Pumpkin, Watermelon, Muskmelon, Carrot, Radish etc.
- Ice Carving - Swam, Fish, Heart shapes, Bunch of Grape etc.
- Butter Carving.

IV SEMESTER BSc.(HM) - SCHEME OF EVALUATION

CARVING PRACTICAL

Internal Assessment Marks : 50 marks

University Exam Marks : 50 marks

Journal	05 marks
Watermelon Carving	10 marks
Apple Swan Carving	10 marks
Onion Carving	10 marks
Carrot Carving	10 marks
Creativity	05 marks
Total	50 marks

No.of students per session: 15

No. of sessions per day: two

Time: 3 hours

V SEMESTER B.Sc(HM)

SYLLABUS

F & B PRODUCTION – V

Code - 17/HM 3/51

Workload : 4 Hours per week

Examination : 2 Hours

Marks : 50

Objectives:

- To expose students to cuisines of South India, South West India and other Indian Religions,
- To impart the knowledge of Geological and influencing factors of South and South West Indian cuisines,
- To impart the knowledge of Indian sweets & deserts.

Course Contents:

Unit - 1: Cuisines of Andhra Pradesh, Tamil Nadu & Kerala - Introduction, Geographical Perspectives, Brief Historical Background, Characteristics & Salient Features of Cuisine, Key Ingredients, Popular Foods, Seasonal Foods, Special Equipments, Staple Diets, Specialities during Festivals and Other Occasions, Community Foods.

Unit - 2: Cuisines of Awadhi, Bengal & Odisha - Introduction, Geographical Perspectives, Brief Historical Background, Characteristics & Salient Features of Cuisine , Key Ingredients, Popular Foods, Seasonal Foods, Special Equipments, Staple Diets, Specialities during Festivals and Other Occasions, Community Foods.

Unit - 3: Indian Sweets & Desserts - Introduction, Geographical Perspectives, Brief Historical Background, Characteristics & Salient Features, Key Ingredients, Popular Sweets, Seasonal Sweets, Special Equipments, Specialities during Festivals and Other Occasions.

Unit - 4: Food of India - Jain Food, Parsi Food, Home Style Cooking, Tandoori Foods, Dum Style of Cooking, Traditional Cooking Delights, North Eastern Indian Foods, Food of Madhya Pradesh

Suggested Readings:

- Quantity Food Production Op. and Indian Cuisine - Parvinder S Bali, Oxford University Press
- A Taste of India By Madhur Jafferey - John Wiley & Sons
- Indian Gastronomy - Manjit Gill, DK Publishers
- Food of Haryana: The Great Desserts - Dr Ashish Dahiya, University Press, MDU
- The Essential Kerala Cookbook Paperback by Vijayan Kannampill
- My Great India Cook Book - Vikas Khanna
- Modern Cookery (Vol -I) By Philip E. Thangam, Publishers: Orient Longman
- Practical Cookery By Kinton & Cessarani
- Flavours of the Spice Coast - K M Mathew
- Practical Professional Cookery By Kauffman & Cracknell
- Professional Cooking by Wayne Gisslen, Publisher Le Cordon Bleu
- Theory of Catering by Kinton & Cessarani
- Theory of Cookery By K Arora, Publisher: Frank Brothers

SCHEME OF EVALUATION	
Time: 2 hours	Max Marks: 50
X. Answer any 10 12 questions – 3 questions from each unit. (MCQs/True or False / Fill in the blanks / 1 word or 1 Sentence answer questions)	(10x1=10)
XI. Answer any 10 in 4-5 sentences each 12 questions – 3 questions from each unit.	(10x2=20)
XII. Answer any 2 4 questions – Descriptive type – 1 from each unit The questions may have sub-sections & each sub - sections should have marks earmarked.	(2x10=20)

F & B SERVICE – IV

Code - 17/HM 3/52

Workload : 4 Hours per week

Examination : 2 Hours

Marks : 50

Objectives:

- To impart the knowledge of Bar & Alcoholic Beverages
- To make the students to understand the basic knowledge about Beers & Spirits,

Course Contents:

Unit -1: Bar - Introduction, Importance, and Types, Organization Structure, Layout, Equipments used and BOT & Bar Menus.

Unit - 2: Alcoholic Beverages - Wines - Introduction, Classification, Brief Description, about manufacturing process, storage and its service. Major Indian and International Brands. glasses and equipment, Storage and service of wine

Unit - 3: Beers - Introduction, Ingredients Used, Production, Types and brands, Indian and International. Services, bottled, canned and draught beers. Other Fermented & Brewed Beverages: Sake, Cider, Perry, Alcohol Free Wines.

Unit - 4: Spirits - Introduction to Spirits (Whisky, Brandy, Rum, Vodka, Gin & Tequila), Spirits-Types, Production, Brands Indian and International & Service, Other Alcoholic Beverages- Liqueurs & Tobacco: Types, Production, Brands & Service - Indian and International.

Suggested Readings:

- Food & Beverage Service - Dennis R. Lillicrap. & John A. Cousins. Publisher: ELBS
- Food & Beverage Service Management- Brian Varghese
- Food & Beverage Service Training Manual - Sudhir Andrews, Tata Mc Graw Hill. Food & Beverage Service Lillicrap & Cousins, ELBS
- Introduction F& B Service - Brown, Heppner & Deegan
- Menu Planning - Jaks Kivela, Hospitality Press
- Modern Restaurant Service - John Fuller, Hutchinson
- Professional Food & Beverage Service Management - Brian Varghese
- The Restaurant (From Concept to Operation)
- The Waiter Handbook By Graham Brown, Publisher: Global Books & Subscription Services New Delhi

SCHEME OF EVALUATION	
Time: 2 hours	Max Marks: 50
I. Answer any 10 12 questions – 3 questions from each unit. (MCQs/True or False / Fill in the blanks / 1 word or 1 Sentence answer questions)	(10x1=10)
II. Answer any 10 in 4-5 sentences each 12 questions – 3 questions from each unit.	(10x2=20)
III. Answer any 2 4 questions – Descriptive type – 1 from each unit The questions may have sub-sections & each sub - sections should have marks earmarked.	(2x10=20)

EVENT MANAGEMENT

Code : 17/HM 3/53
Workload : 4 hours per week
Examination : 2 Hours
Marks : 50

Objectives

- To impart the concept of Event Management & fundamental essentials of the same to the student.

COURSE CONTENTS:

Unit-1: INTRODUCTION TO EVENT MANAGEMENT & EVENT MARKETING

Meaning of events, New definition of event management – Event marketing, 5c's of event, Event designing.

Event as a marketing tool, brand building, target market, marketing plan, marketing research, relationship building.

Unit-II: KEY ELEMENTS OF EVENTS

Event infrastructure, core-concept, core-people, core-talent, core-structure, Target audience, Clients, Set objectives for event, for casting the right event, Negotiating contracts with event organizer displays, Office barriers of events, Post event follow-up's, Event organizers.

Unit-III: EVENT MANAGEMENT & STRATEGIC MARKET PLANNING

Activities in Event Management, Pre Event , during Event & Post Event Activities, Planning, Organizing, Staffing, Leading and Co ordination, Controlling, Event Management information system.

Setting objectives, Development of strategic plan, Environmental & Competitive assessment, Ambush marketing, Gaining competitive advantages, Business potential assessment, Business strengths, Problem Analysis, Opportunity and Resource Analysis.

Unit-IV: EVALUATION OF EVENT PERFORMANCE.

The Basic evaluation process, Tangible objectives & Sensitivity evaluation, Measuring performance, Concept research, Formative & objective evaluation, Summative evaluation, Correcting deviations, Critical evaluation points.

SUGGESTED READINGS

- **Event Marketing and Management by Sanjaya Singh Gaur**
- 'Event Management' by A.K.Bhatia, Sterling Publisher Pvt.Ltd.Delhi.
- 'Successful Event Management' by Anton Stone & Bryan Parry. Cengage Learning India Pvt.Ltd.
- 'Event Management' by Lynn Van Der Wagen & Brenda R Carlos Pearson Prettice India , New Delhi.
- 'Meetings, Conventions & Group Business- by Hoyle, Dorf & Jones, AHMA

- ‘Special Events: Best practices in Modern Event Management’ by Joe Goldbhatt, John Wiley & Sons
- ‘Event Marketing & Management’ by Sanjay S Gaun, Sanjay Saggere, Vikas Publishing New Delhi.

SCHEME OF EVALUATION	
Time: 2 hours	Max Marks: 50
I. Answer any 10 12 questions – 3 questions from each unit. (MCQs/True or False / Fill in the blanks / 1 word or 1 Sentence answer questions)	(10x1=10)
II. Answer any 10 in 4-5 sentences each 12 questions – 3 questions from each unit.	(10x2=20)
III. Answer any 2 4 questions – Descriptive type – 1 from each unit The questions may have sub-sections & each sub - sections should have marks earmarked.	(2x10=20)

HOTEL LAW

Code - 17/HM 3/54

Workload : 4 Hours per week

Examination : 2 Hours

Marks : 50

Objectives:

- To help the students understand the legal responsibilities of Business in respect of various Legislation & Laws - industrial and mercantile affecting the hotel industry in respect of guests, their property, safety, employees and third parties.

Course Contents:

Unit - 1: Law Relating To Hotel Guest Relationship, Hotel And Lodging Rates Control - Definition- Fair rate, Hotel and Lodging House, Manager of a hotel, Owner of a Lodging House, Hotel Licenses and regulations, Liquor licensing, Paying Guest, Premises, Tenant and Tenement, Appointment of Controller, Fixation of fair rates, Business contracts, Refusal of Accommodation, Eviction of Guest from Hotel Room, Duties, Rights and Responsibilities of a Inn Keeper towards guests, Hotel Insurance.

Unit - 2: Food Legislation, The Prevention Of Food Adultration Act- 1954 - Definition Adulterant, Adultrated Food, Public analyst, Central food laboratory, The Central Committee for Food Standards, Food Inspectors and their powers and duties, Procedures to be followed by food inspectors, Report of Public Analyst, Notification of food poisoning.

Unit - 3: Labour Laws -

Workmen's compensation act-1948 - Nature and scope of the Act, Partial disablement, Total disablement, Employers liability for disablement arising out of and in the course of the employment.

Industrial dispute act-1947 - Definitions - Appropriate Government, Industry, Industrial Dispute, Layoff, Lockout, National Tribunal, Retrenchment, Settlement, Authorities under the Act., Procedure powers and duties of Authorities

Trade Union act-1926 - Scope, Eligibility, Fund, Register, Rights on the part of employer and employee.

Unit - 4: Industrial Employment Standing Order Act- 1946/ Consumer Protection Act 1986

Industrial employment standing order act-1946 - Model standing order, Show cause notice, Charge sheet, Domestic enquiry, Discharge and dismissal of employee.

Consumer Protection Act- 1986 - Definition-Forum and their Jurisdiction.

Suggested Readings:

- M.C. Shukla - A Manual of Mercantile Law - S. Chand & Co. (P) Ltd. Ramnager, New Delhi 110055
- Dr. A.N. Sharma - Apect of Labour Welfare and Social Security - Himalaya Publishing House, Ramdoot, Dr. Balerao Marg, Girgaum, Delhi - 110004
- B.K. Chakraborti - Labour Laws of India, International Law Book Centre, 74 Park Street, Calcutta
- S.R. Davar - Mercantile Law including Industrial Law, Progressive Corp. Pvt. Ltd., Mumbai,
- B.R. Sth - Indian Labour Laws, Published by all India Management Association, New Delhi
- Text of various acts covered in the syllabus.
- Hotel Law by Amitabh Devendra , Oxford University Press
- Hotel & Tourism Laws by Jagmohan Negi
- Related Guidelines & Reports from Ministry of Tourism, Govt of India.

SCHEME OF EVALUATION	
Time: 2 hours	Max Marks: 50
I. Answer any 10 12 questions – 3 questions from each unit. (MCQs/True or False / Fill in the blanks / 1 word or 1 Sentence answer questions)	(10x1=10)
II. Answer any 10 in 4-5 sentences each 12 questions – 3 questions from each unit.	(10x2=20)
III. Answer any 2 4 questions – Descriptive type – 1 from each unit The questions may have sub-sections & each sub - sections should have marks earmarked.	(2x10=20)

F & B PRODUCTION PRACTICAL – V

Code - 17/HM 3/55

Workload : 4 Hours per week

Examination : 3 Hours

Marks : 50

Objectives:

- To impart the knowledge of the followings
 - **Cuisines of Andhra Pradesh, Tamil Nadu & Kerala,**
 - **Cuisines of Awadhi, Bengal & Odisha,**
 - **Indian Sweets & Desserts,**
 - **Jain, Parsi & Home style cooking, Tandoori.**

Practical:

- Two Menus about 3-5 dishes per menu per state covering all units

Note: For focused inputs Regional Theme Lunches/ Festivals may be organised as a part of activity based learning. .

V SEMESTER B.Sc (HOTEL MANAGEMENT)

F&B PRODUCTION PRACTICAL MENU LIST

MENU NO	PARTICULARS
1.	BHOPLAI GHOSHT BHUTTE KE KEES PALAK PURI
2.	SHAMI KEBAB QORMA LACCHA PARATHA
3.	SAMBAR KOLI VARUVAL CARROT PORIYAL PLAIN RICE
4.	PATRANI MACHI DHANSAK GHEE RICE
5.	HYDERABADI BIRYANI TOMATO PICKLE CUCUMBER RAITA
6.	BEGUN BHAI ALOO POSTO CHANAR DALNA PLAIN RICE
7.	VEG. STEW / IDIYAPPAM MEEN MOILEE MALABARI PARATHA
8.	BESAN LADDOO GULAB JAMUN JALEBI WHEAT HALWA
9.	CHI AL MEH MISA MACH POORA JADOH
10.	CAPSICUM RINGS LOBIA SABZI / BHAJRA NA DHEBRA MUTTER KACCHA KELA KI SABZI

V SEMESTER BSc.(HM) - SCHEME OF EVALUATION

F&B PRODUCTION PRACTICAL - V

Internal Assessment Marks : 50 marks

University Exam Marks : 50 marks

Journal	05 marks
Indent/ Plan of work	05 marks
Starter	05 marks
Main Course	10 marks
Bread	05 marks
Dessert	10 marks
Viva	10 marks
Total	50 marks

No.of students per session: 15

No. of sessions per day: two

Time: 3 hours

F & B SERVICE PRACTICAL – III

Code - 17/HM 3/56

Workload : 4 Hours per week

Examination : 3 Hours

Marks : 50

Objectives:

- To impart the knowledge of the followings

Practical:

- Service of Alcoholic Beverages: Wines, Spirits.
- Opening & closing of wines corks (Champagne, Red & White wines)
- Service of Spirits & Liqueurs
- Bar setup and operations
- Cocktail Mocktail Preparation, presentation and service
- Service of Cigars & cigarettes
- Conduction Briefing/ De- Briefing for F & B outlets
- Service of Beer, Snake and Other Fermented & Brewed Beverages
- Service of Sparkling, Aromatized, Fortified, Still Wines.
- Set up a table with Prepared Menu with wines

V SEMESTER BSc.(HM) - SCHEME OF EVALUATION

F&B SERVICE PRACTICAL - III

Internal Assessment Marks : 50 marks

University Exam Marks : 50 marks

Journal	05 marks
Service of Wine / Service of Beer	10 marks
Cover Set up of Menu with Wine	25 marks
Viva	10 marks
Total	50 marks

No.of students per session: 15

No. of sessions per day: two

Time: 3 hours

BAKERY & CONFECTIONARY (P)

Code - 17/HM 3/57

Workload : 4 Hours per week

Examination : 3 Hours

Marks : 50

Objectives:

- To impart the knowledge of the followings

Practical

- Breads - French Loaf, Multigrain bread, Soft roll, Foccacia bread
- Cakes - Pineapple Cakes, Banana cakes, Black forest Cake.
- Mousse - Mango mousse, Strawberry mousse
- Cookies - Butter Cookies, Peanut Cookies, Pepper Cookies.
- Muffins - Strawberry Muffins, Vanilla Muffins.
- Pastries - Choux pastries, Puff pastries, Danish pastries.
- Icings - Royal Icings, Butter Icings, Chocolate Icing, Marzipan Icing.

V SEMESTER BSc.(HM) - SCHEME OF EVALUATION BAKERY PRACTICAL

Internal Assessment Marks : 50 marks

University Exam Marks : 50 marks

Journal	05 marks
Plan of Work & Indent	05 marks
*Preparation of Item No.1	10 marks
*Preparation of Item No.2	10 marks
*Preparation of Item No.3	10 marks
Viva	10 marks
Total	50 marks

***Note** - out of 7 dishes and its variations any 3 dishes can be allotted to the student at the time of the final practical. (Student should be ready with all the 7 dishes for the practical examination).

No.of students per session: 15

No. of sessions per day: two

Time: 3 hours

MIXOLOGY (P)

Code - 17/HM 3/58

Workload : 4 Hours per week

Examination : 3 Hours

Marks : 50

Objectives:

- To impart the knowledge of the followings

Practical

1. Step 1: Tools and set up

- 1.1 Bartending tools
- 1.2 Setting up
- 1.3 Essential bar supplies

2. Step 2: Setting the stage for stylish bartending

- 2.1 Storing and serving
- 2.2 Hygiene and safety
- 2.3 Garnishes and mixers
- 2.4 Style and presentation tips

3. Step 3: Mixology and pouring

- 3.1 Mixology - Shaking, Mixing, Layering, Blending, Stirring, Straining, Dry Shaking, Muddling, Throwing & Building and Jigger technique
- 3.2 Pouring techniques and free pouring

LIST OF DRINKS :

- [Old Fashioned](#) (Bourbon or Rye Whisky, angostura bitters)
- [Martinez](#) (Gin, sweet vermouth, maraschino liqueur)
- [Martini](#) (Gin , Dry vermouth)
- [Manhattan](#) (Rye whisky, dry vermouth, angostura bitters)
- [Daiquiri](#) (Light rum,)
- [Margarita](#) (Tequila, Cointreau)
- [Sidecar](#) (Cognac, Cointreau)
- [Bloody Mary](#) (Vodka)
- [Irish Coffee](#) (Irish whisky)

- [Negroni](#) (Gin, Campari, Sweet Vermouth)
- [Gin Fizz](#) (Gin)
- [Mint Julep](#) (Whisky)
- [Whiskey Sour](#) Whisky)
- [Mai Tai](#) (Jamaican Rum, Curacao)
- [Planter's Punch](#) (Dark Rum
- [Tom Collins](#) (Gin)
- John Collins (Whisky)
- Tequila Sunrise (Tequila
- Screw Driver (Vodka)
- Classic Spritzer (White Wine)
- Mojito (Rum)
- Caprioska (Vodka)
- Pina Colada (Rum)
- Long Island Iced Tea (Whiskey, Rum, Gin, Vodka, Brandy / Tequila)
- Sangria (Red/ White wine)

Step 4: Responsibility and flair

- 4.1 Cash register
- 4.2 Customer service
- 4.3 Responsible serving of alcohol
- 4.4 Flair bartending

Suggested Readings:

- Managing Bar and Beverage Operations – Lendal H. Kotschevar& Mary L Tanke
- Serving Food and Drink in the Bar – Stanley Thornes

V SEMESTER BSc.(HM) - SCHEME OF EVALUATION

MIXOLOGY PRACTICAL

Internal Assessment Marks : 50 marks

University Exam Marks : 50 marks

Journal	05 marks
Cocktail Preparation	25 marks
Viva	20 marks
Total	50 marks

No.of students per session: 15

No. of sessions per day: two

Time: 3 hours

VI SEMESTER B.Sc(HM)

SYLLABUS

SEMESTER - VI

INDUSTRIAL EXPOSURE

Code - 17/HM 3/61

Workload : 18 Weeks

Examination : 3 Hours (Viva Voce)

Marks : 750

Objectives:

- Focus of the On- The- Job Training will be on the understanding of Industry Operations, Supervision and Management functions

18 Weeks On- The- Job Training (Hotel Training).