

UNIVERSITY OF CALICUT

(Abstract)

B.Sc Hotel Management and Culinary Arts – under Choice based Credit Semester System with grading – implemented with effect from 2010-11 admission – approved – orders issued.

GENERAL & ACADEMIC BRANCH-IV 'J' SECTION

No. GA IV/J1/4103/08

Dated, Calicut University PO, 06.09.2010

Read: 1. U.O.No.GAI/J2/3601/08 Vol II dated 19.06.2009.

2. Minutes of the meeting of the Boards of Studies in Hotel Management and Catering Science held on 15.07.2010.

ORDER

As per University Order read as (1) above, Choice based Credit Semester System and grading was introduced in the UG curriculum of all affiliated colleges under Calicut University with effect from 2009 admissions.

As per paper read as (2) above, the Board of Studies at its meeting held on 15.07.2010 resolved to approve the syllabus of B.Sc Hotel Management and Culinary Arts with effect from 2010-11 admission under Choice based Credit Semester System with grading.

The Vice-Chancellor, considering the urgency and in exercising the powers of the Academic Council has approved the minutes of the meeting of the Board of Studies in Hotel Management and Catering Science held on 15.07.2010, subject to ratification by the Academic Council.

Sanction has therefore been accorded to implement the Scheme and Syllabus of B.Sc Hotel Management and Culinary Arts under Choice based Credit Semester System with effect from 2010-11 admission onwards.

Orders are issued accordingly. Scheme and Syllabus appended.

Sd/-

**DEPUTY REGISTRAR(G&A IV)
For REGISTRAR**

To

The Principals of affiliated colleges offering B.Sc Hotel Management and Culinary Arts

Copy to:

CE/DR B.Sc/Tabulation Section/DR III Exams/EX Section/Enquiry/EGI/System Administrator (with a request to upload in the University website)/Information Centres/G &A I 'F' 'G' Sections/SF/FC.

Forwarded/By Order

Sd/-

SECTION OFFICER

BSc. Hotel Management & Culinary Arts (Under the faculty of Science)

CHOICE BASED CREDIT COURSE – SEMESTER SYSTEM WITH GRADING

I. Duration of the programme

The programme is for six semesters spread over three years. There shall be 90 working days in each semester and shall comprise of 450 teaching hours including the days for the conduct of each semester examination.

II. Course in the programme

The total number of course in Bsc. HM&CA programme could be 30, which may be spread through 120 credits. The main courses shall be divided into 4 categories as follows.

III. Common courses

1. Communicative skills in English
2. Basics of Business and Management
3. Reading Prose – A selection of essays on Indian constitution and Secularism
4. Communicative French
5. Culinary French
6. History and Philosophy of science
7. Critical reasoning writing and presentation
8. General informatics
9. Entrepreneurship Development
10. Sustainable environment and other contemporary issues

IV. Core courses

11. Food & Beverage Production – I (theory)
12. Food & Beverage Production – I (practical)
13. Advanced Food & Beverage Production – II (theory)
14. Advanced Food & Beverage Production – II (practical)
15. Advanced Garde manger and Culinary Arts
16. Advanced Bakery and Confectionary
17. Industrial, Airlines and Fast food Catering
18. Materials management
19. Food Beverage Management
20. Project
21. Hotel Report
22. Research Methodology
23. Facility Planning and Kitchen Designing
24. Training and development

V. Complementary Courses

25. Quantity Cooking
26. Indian Confectionary
27. Banquets and Buffets
28. Food & Beverage Service – I (theory)
29. Food & Beverage Service – I (practical)
30. Accommodation Operation (theory)
31. Front Office (theory)
32. Nutrition Hygiene and Sanitation
33. Hotel sales and Marketing

VI. Open Courses

34. Hotel Accounting

35. Human Resource Management

VII. Semester wise distribution of courses

Semester – I

Sl. No.	Course Code	Subject	Credit	Hrs/Week	Exam Hrs	Internal	External	Total
1		Communicative skills in English	4	4				
2		Critical Reasoning writing and presentation	4	4				
3		Communicative French	4	6				
4		Food & Beverage Production – I (theory)	4	3				
5		Food & Beverage Service – I (theory)	3	4				
6		Accommodation Operation (theory)	3	4				

Semester – II

Sl. No.	Course Code	Subject	Credit	Hrs/Week	Exam Hrs	Internal	External	Total
7		Sustainable environment and other contemporary issues	4	4				
8		Indian Constitution	4	4				
9		Culinary French	4	6				
10		Food & Beverage Production – I (practical)	4	3				
11		Food & Beverage Service – I (practical)	3	4				
12		Front Office (theory)	3	4				

Semester – III

Sl. No.	Course Code	Subject	Credit	Hrs/Week	Exam Hrs	Internal	External	Total
13		History and Philosophy of science	2	4				
14		General informatics	4	4				
15		Nutrition Hygiene and Sanitation	2	4				
16		Quantity Cooking	4	5				
17		Advanced Food & Beverage Production – II (theory)	4	4				
18		Indian Confectionary	4	4				

Semester – IV

Sl. No.	Course Code	Subject	Credit	Hrs/Week	Exam Hrs	Internal	External	Total
19		Entrepreneurship Development	4	4				
20		Basics of Business and Management	4	4				
21		Advanced Food & Beverage Production – II (practical)	4	4				
22		Industrial, Airlines and Fast food Catering	4	4				
23		Banquets and Buffets	2	4				
24		Materials Management	2	5				

Semester – V

Sl. No.	Course Code	Subject	Credit	Hrs/Week	Exam Hrs	Internal	External	Total
25		Advanced Bakery and Confectionary	4	5				
26		Advanced Garde manger and Culinary Arts	3	4				
27		Food Beverage Management	3	4				
28		Research Methodology	2	4				
29		Facility Planning and Kitchen Designing	4	4				
30		Hotel Accounting	2	4				

Semester – VI

Sl. No.	Course Code	Subject	Credit	Hrs/Week	Exam Hrs	Internal	External	Total
31		Project	4	5				
32		Hotel Report	4	5				
33		Hotel sales and Marketing	4	5				
34		Human Resource Management	2	5				
35		Training and development	4	5				

VIII. Industrial Exposure Training

Each student has to undergo Industrial Exposure Training of 20 weeks duration in the following departments of any Hotel of national or global repute:

1. F & B Production – 16 weeks
2. F & B Service – 2 weeks
3. Front Office – 1 week
4. Housekeeping – 1 week

20 weeks

Hotel Report

After the completion of training the students shall immediately be submitting an industrial exposure training report within two weeks time. This Report shall also carry two hundred and fifty marks.

The marks shall be awarded by the concerned training coordinator of the college, based on the viva and the report submitted by the student. Each student has to have a certificate of successful completion of training.

IX. Project report

Each student has to make a project report on relevant topic related to hospitality industry. This Report shall also carry two hundred marks.

The marks shall be awarded by the concerned Project coordinator of the college, based on the viva and the report submitted by the student.

DETAILED SYLLABI

FIRST SEMESTER

FOOD PRODUCTION & PATISSERIE – I (THEORY)

I. INTRODUCTION TO COOKERY

1. Levels of skills and Experience
2. Attitudes and Behavior in the Kitchen
3. Personal Hygiene
4. Safety Procedure in Handling Equipment
5. Aims and objectives of cooking food
6. Various textures
7. Basic Culinary terms

II. HIERARCHY AND DEPARTMENT STAFFING

1. Classical Brigade
2. Modern staffing in various category hotels
3. Role of Executive Chef
4. Duties & Responsibilities of various chef
5. Co-operation with other Departments

III. KITCHEN ORGANIZATION & LAY OUT

1. General layout of kitchen in various organization
2. Layout of Receiving Areas
3. Layout of storage Area
4. Layout of service and wash up
5. Various Fuels used
6. Advantages & Disadvantages of each

IV. BASIC MENU PLANNING

1. Types of Menu
2. Menu Planning Principle

V. BASIC PRINCIPLES OF FOOD PRODUCTION

1. Introduction, Classification of vegetables
2. Effects of heat on vegetables
3. Cuts of vegetables
4. Classification of fruits
5. Uses of Fruit in Cookery

VI. Salads & Salad dressing stocks

1. Definition of Stock
2. Types of Stocks
3. Preparation of stock
4. Storage of Stocks
5. Uses of Stocks

VII. Soups

1. Classification of soups with examples
2. Basic recipes
3. Consommés
4. Garnishes and accompaniment for Soups

VIII. Classification of Sauces

1. Recipes for mother Sauces
2. Derivatives

IX. Meat

1. Introduction
2. Cuts of Beef/Veal
3. Cuts of Lamb/Mutton

4. Cuts of Pork
5. Variety meats (Offal)

X. Fish

1. Classification of fish with examples
2. Cuts of fish
3. Selection fish and & shellfish
4. Cooking of fish

XI. Egg

1. Introduction of Egg Cookery
2. Structure of an egg
3. Selection of egg
4. Uses of egg in Cookery

XII. Rice

1. Introduction
2. Classification and Identification
3. Cooking of rice, cereals & pulses
4. Varieties of rice & other cereals

XIII. METHODS OF COOKING FOOD

1. Roasting
2. Grilling
3. Frying
4. Baking
5. Broiling
6. Poaching
7. Boiling

XIV. BASIC COMMODITIES

a. Flour

1. Types of wheat
2. Types of flour
3. Uses of flour in food production

b. Shortening

1. Role of shortening
2. Varieties of shortenings
3. Advantages & Disadvantages of using different shortenings

c. Fats & Oil - Types, varieties

d. Raising agents

1. Classification of raising agent
2. Role of raising agents

e. Sugar

1. Importance of sugar
2. Types of sugar
3. Cooking of sugar- (various stages)
4. Uses of sugar

f. Tea

1. Types of tea available
2. Preparing tea for consumption
3. Popular brands

g. Coffee

- 1 Types of coffee
- 2 Preparing coffee
- 3 Varieties of coffee blends

h. Chocolate

1. Manufacture of chocolates

- 2. Types of chocolates
- 3. Tempering of chocolates
- 4. White chocolates
- i. Milk
 - 1. Pasteurization
 - 2. Homogenization
 - 3. Types of milk. e.g. skimmed condensed
 - 4. Nutritive value
- j. Cream
 - 1. Processing of cream
 - 2. Types of cream
- k. Butter
 - 1. Processing of butter
 - 2. Types of butter
- l. Cheese
 - 1. Processing of cheese
 - 2. Types of cheese
 - 3. Classification of cheese
 - 4. Cooking of cheese
 - 5. Uses of cheese

XV. USE OF HERBS AND WINES IN COOKERY

XVI. KITCHEN STEWARDING

FOOD & BEVERAGE SERVICE – I (THEORY)

I. Introduction to catering

1. Different types of catering establishments,
2. Attributes of a waiter: Personal hygiene, punctuality, personality, attitude towards guests, appearance, salesmanship and sense of urgency.

II. Staff organization

1. The principle staff of different types of restaurants, duties and responsibilities of a restaurant staff.
2. Types of restaurants: overview and key characteristics of coffee shop, continental restaurants, speciality restaurants, pubs, night clubs, discotheques, snack and milk bar.

III. Operating equipments

1. Classification of crockery, cutlery, glassware, hollowware, flatware, special equipments.
2. Ancillary departments: Pantry, still room, silver room, wash-up and hot-plate.
3. Restaurant service: Misen scene, Misen place. Points to be remembered while laying a table, do's and don'ts in a restaurant, dummy waiter and its uses during service.

IV. Different types of menu

1. Origin of menu, table d'hote menu, a la carte menu, French classical menu. Food and their usual accompaniments.
2. Breakfast: Types, menu for each type, terms used in the service of continental breakfast. Cover laying for continental and English breakfast.
3. Order taking procedures: In-person, telephone and door hangers.

V. Types of service

1. Different styles of service, advantages and disadvantages

2. Floor / Room service: Meaning, Full & Partial room service, Breakfast service in room, tray & trolley set-up for room service.
3. Lounge service: Meaning, organization of lounge service.
4. Tea service: Afternoon tea and high tea, order of service.

ACCOMMODATION OPERATIONS (THEORY)

I House Keeping

1. Introduction
2. Role of housekeeping industry
3. Definition, importance & functions of housekeeping
4. Types of rooms & the significance
5. Personal attributes of housekeeping staff

II. Organizational Framework of the department

1. Organizational chart in small medium and large hotel
2. Job description and job specification of executive housekeeper
3. Duties and responsibilities of housekeeping staff
4. Co ordinations of the departments

III. Science of cleaning

1. Introduction
2. Principles and reasons for cleaning
3. Methods of cleaning
4. Different types of cleaning agents – their selection and purchase
5. Cleaning equipments- selection, care and storage

IV. Cleaning of different areas

1. Cleaning of guest rooms (regular, weekly and spring cleaning)
2. Making the bed
3. Cleaning the bath room
4. Turn down service /second service
5. Spring cleaning procedure
6. Weekly cleaning of rooms
7. Environmental hygiene of guest room and public area
8. Guest supplies

V. Housekeeping procedures

1. Housekeeping control desk – Role, importance and coordination
2. Preparing a room report
3. Types of key and key handling
4. Paging system and methods
5. Duty allotment
6. Checking VIP rooms

7. Briefing and de briefing
8. Lost and found procedures
9. Handling guest complaint
10. Maids cart/trolley

VI. Linen management

1. Layout of linen room
2. Types of linen
3. Linen sizes
4. Responsibilities in linen room
5. Equipment used in linen room
6. Par stock, inventory, discard
7. Linen controls
8. Functions of uniform room/tailoring room

VII. The laundry

1. Types of laundries
2. Handling guest laundries
3. Laundry equipments
4. Wallet service
5. Characteristics of launder able linen
6. Dry cleaning
7. Cleaning agents used in laundry
8. Laundry operations flow chart
9. Stain removal
10. Layout of laundry

VIII. Care and cleaning of different surfaces

1. Floor and floor coverings
2. Wall surface and wall coverings
3. Metals
4. Glass
5. Plastics
6. Leather and rexin
7. Soft furnishing

IX Safety and first aid

1. Concept and importance of safety
2. Insurance and liability concern
3. Potentially hazardous conditions
4. Safety awareness
5. Accidents and their prevention
6. Steps to be taken in the event of an accident
7. Safety rules
8. First Aid
9. First aid remedies
10. Fire safety

X Flower arrangement /interior designing

1. Objectives of interior design
2. Basic types of design
3. Elements and Principles of design
5. Types of flowers, containers used and flower arrangements

SECOND SEMESTER

FOOD & BEVERAGE PRODUCTION – I (PRACTICAL)

1. Identification and cuts of vegetables
2. Preparation of stocks – White, Brown and Fish
3. Preparation of Sauces
4. Soups:
 - a. Cream – vegetable, spinach, tomato greenpeas
 - b. Consomme – Royale, Celestine
 - c. National – Vichyssoise, cabbage chowder
5. Eggs – boiled, fried, poached, scrambled, omelettes.
6. Fish – Fisho'rly a la anglaise, Colbert, poached, saumon grille, Florantine, mornay, pomfret meuniere, fish fingers
7. Poultry – jointing chicken, poulet roti a l anglaise, poulet sauté chasseur, poulet Maryland, roast chicken, chicken a la king
8. Meat - Fillet steak, tournedos, escalope, lamb stew, hot pots, grilled steak
9. Potatoes – French fries, lyonnaise, sauté, mashed, cream, parsley, parsienne
10. Vegetable – Veg. cooking, boiled, glazed, fried, stewed, braised
11. Salads and sandwiches – coleslaw, Russian salad, potato salad, carrot, salad nicoise , fruit salad, waldrof salad, sandwiches varieties
12. Sweets – honey comb mould, trifle, chocolate mousse, lemon soufflé, bread and butter pudding, caramel custard, albert pudding, Christmas pudding
13. Indian Dishes
 - a. Snacks – dhokla, uppama, idly, wadas, samosa, paltice, cutlets
 - b. Breads – chappaties, poories, parathas, bhaturas, missie roti, roomali roti, baki roti
 - c. Rice – jeera pulao, veg. pulao, lime rice, alu ki thahari, yakhini pulao, prawn pulao, peas pulao, chicken biryani, muootn biryani, prawns biryani, veg. biryani, hyderabadi biryani, kashmiri pulao
 - d. Gravies (veg/ non veg) – khorma (chicken, mutton veg.) shajahani, jal fraize, rogini chicken, rogan josh, chicken / mutton do pyaz, chicken chettinad, paneer malai kofta, palak paneer, butter chicken, aloo gobi, fish moilee, goan fish curry, macher jhol, dal makhani, dal thadka, mixed veg curry, pepper chicken, kadai chicken, mutton vindaloo,
 - e. Dry (veg./ non veg.) - salads, raitas, foogath, bhaaji, bhujjia, kuchumber, fried bhindi, avail, brinjal bhurta, masala fried fish, karimeen pollichudhu
 - f. Sweets – Gajjar hulwa, sheera, gulab jamun, boondhi ladoo, semiya payasam, pal payasam, badam/carrot kheer, jangri, shahi tukra, mysore pak, kesari, rasagullas, pumpkin hulwa.
 - g. Tandoor – Naan, kulcha, roti, chicken tikka , fish tikka, sheek kebab, tandoori chicken, hariyali chicken/ fish tikka, tangdi kebab.

FOOD & BEVERAGE SERVICE – I PRACTICAL

1. Identification of cutlery, crockery, glassware and miscellaneous equipments.
2. Serviette folds.
3. Laying and relaying of table cloths.
4. Cleaning and polishing / wiping of cutlery, crockery and glassware.
5. Carrying a light tray.

6. Carrying a heavy tray.
7. Carrying glasses.
8. Handling cutlery and crockery.
9. Manipulating service spoon and fork.
10. Service of water.
11. Arrangement of sideboard.
12. Table d'hote cover laying.
13. A la carte cover laying.
14. Practice of simple menu compilation.
15. Receiving the guests, presenting the menu, taking orders.
16. Service of Hors d'oeuvre.
17. Service of soup, fish, pastas.
18. Service of main course.
19. Service of salads.
20. Service of sweet.
21. Service of Cheese.
22. Service of non – alcoholic drinks, tea and coffee.
23. Continental breakfast cover and tray set up.
24. English breakfast cover and tray set up.
25. Changing ashtray during service.
26. Presenting the bill.

FRONT OFFICE (THEORY)

I. The Hospitality Industry

1. Introduction
2. Definition of Hotels
3. History of Hotels & accommodation industry
4. Development & growth in India

II Classification of Hotels

1. Based on Size
2. Based on location
3. Based on facility & level of service
4. Based on length of guest stay
5. Based on tariff & plan
6. Based on ownership
7. Based on affiliation
8. Based on market segment
9. Supplementary & alternate lodging facility

III Hotel Organisation

1. Importance of organisation
2. Purpose of organisation
3. Modals of Organisation
4. Organisation Chart
5. Areas, division, sub division & coordination with FO
6. Organisation of large hotels

IV FO Organisation

1. FO & FO usages
2. Various sections of FO
3. Organisational Chart of FO – Small hotels
4. Organisational Chart of FO – Medium hotels
5. Organisational Chart of FO – large hotels
6. Lobby
7. Equipments & other things

V Lobby

1. Introduction
2. Size of the lobby
3. Bell desk
4. Travel Desk
5. Job description of bell boy
6. Job description of bell captain
7. Job description of Concierge
8. Job description of lobby manager
9. Handling of VIP
10. G.R.E

VI. FO Personal

1. Qualities of FO employee
2. Job description of FO Manager
3. Job description of Assistant FO Manager
4. Job description of Reservation assistant
5. Job description of Registration assistant
6. Job description of Information assistant

VII. FO Operations

1. Guest cycle
2. Stages of guest cycle
3. Tariff & basis of tariff charging
4. Different types of room rates
5. Different types of rooms

VIII. FO responsibility

1. Emergency situation
2. Hotel & guest security
3. Different types of complaints
4. Handling with a complaint
5. Safe deposit facility & lost & found

IX. Reservation

1. Advance room reservation
2. Reservation section of FO
3. Reservation form
4. Functions of reservation section
5. Modes of reservation
6. Types of reservation

- 7.Channels of reservation
- 8.Handling reservation requests
- 9.Various systems of reservation
- 10.Group reservation
- 11.Forecasting reservatio0n
- 12.Over booking
- 13.Preventing common reservation problems
- 14.Cancellation

X. Registration

1. Pre registration
2. Guest arrival
3. Registration Procedure
4. G. R. C
5. Systems of registration
- 6.Rooming & Key issuing
- 7.Groups & crew
- 8.C form
- 9.No – Show
- 10.Guest history

XI. Informations

1. Information section
2. Duties of Information assistant
3. Paging
4. Handling mail
5. Handling message
6. Types of information

XII. Check out & account settlement

1. Departure Procedure
2. Method of settlement
3. Late check out
4. Express check out
5. Self check out
6. Duties of F O cashier
7. Presentation & settlement of bill

XIII. Telephones

1. Equipments
2. Telephone skills
3. Qualities of Telephone operator
4. Telephone manners – do's & donot's

XIV. Yield Management

1. Strategies & Techniques
2. Occupancy ratios
3. Productivity Activity
4. Market share index
5. Weekly forecasting
6. Yield Management

XV. Night auditing

1. Purpose
2. Job description of Night Auditor
3. Operating Modes
4. Night auditing process

THIRD SEMESTER

NUTRITION HYGIENE AND SANITATION

A. Classification of microbes into bacteria, yeast, and molds

I. Bacteria

Morphology; shape, size, cell structure motility, spores
Requirements; food, temperature, time moisture, oxygen and ph on
bacterial growth
Growth characteristics: growth phases
Toxins

II. Harmful effects of bacteria

Food borne illnesses
Food poisoning
Food infection
Food spoilage, putrefaction

III. Prevention of food borne illnesses

Hygiene system to be followed
Commodity hygiene
Equipment hygiene
Work area hygiene
Personal hygiene

IV. Molds

Morphology
Growth factors
Beneficial effects -cheese making and antibiotics
Harmful effects
Prevention and control of molds

V. Yeast

Morphology
Physiology & requirements for growth reproduction
Chemical changes brought about by yeast cells
Economic importance of yeast -alcoholic fermentation, bread making
Harmful effects and control

VI. Role of microorganisms in the manufacture of fermented foods

Dairy products
Vegetable products
Bakery products
Alcoholic beverages
Vinegar
Indian foods - Idli, Dhokla, Bhataras

B. Disinfections

I. Cleaning and disinfections

By heat

By chemicals (used in the hospitality industry, especially in the kitchen)

II. Cleaning of food preparation area and equipment

III. Dishwashing

Manual

Mechanical

Detergents used for this

C. Food preservation

Factors conducive to food spoilage

Principles of preservation

Preservation by;

Cold temperature (refrigeration, freezing)

Heat (pasteurization, sterilizing, canning)

Drying and dehydration

Chemical preservatives

Irradiation

D. Food adulteration

Food standards

Common adulterants

Test to detect adulterants

E. Carbohydrates in foods

Uses of carbohydrates in food preparation

Change in starch on cooking

Gelatinization of starch

Factors affecting stiffness of starch gels in food preparation

Pectic substances - their role in preparation of jelly and jams

F. Fats

Types of fats and oils and their uses

Chemical composition of fats and oils

Rancidity: factors affecting rancidity, prevention of rancidity

Reversion; factors affecting reversion

Refining: steam refining, alkali refining, bleaching, and steam deodorization

Hydrogenation

Shortening value of different fats

H. Emulsions

Theory of emulsification

Types of emulsions

Emulsifying agents

Their use in food emulsion with special reference to mayonnaise

I. Proteins

Effect of heat on proteins: denaturation, coagulation, and effect of heat on milk,

cheese, egg, and meat.

Egg gels: stirred custard, baked custard, pie fillings and cream puddings

Gelatin gels: properties of gelatin, hydration, sol formation, gel formation, enzymatic hydrolysis, food application as in cold puddings, moulded) salads.

Milk proteins - coagulation of milk proteins

Egg foams:

_ Characteristics of egg foam, different stages of egg foam formation; foam stability & factors affecting the stability of egg foams

_ Uses of egg foams: meringues, soufflés, omelettes, and foam cakes.

J. Meat proteins:

Effect of cooking and post mortem changes

K. Vegetables and fruits

- _ Importance of vegetables and fruits in the diet
- _ Pigments: effects of heat and processing on them and methods to retain the pigments_ Flavor: their role in cookery and how to use it to optimum advantages
- _ Turgor: effect of dressings, salts and sugar on the structure of vegetables, with special emphasis on salad greens
- _ Browning reaction, causes, desirable and undesirable effects in food preparation, prevention of undesirable browning.

L. Food additives

- _ Intentional additives
- _ Need for additives
- _ Types of additives
- _ Role of these additives (natural and synthetic) in modification of appearance in food preparation

M. NUTRITION

I. Introduction

- _ Definition of term "nutrition", nutrients
- _ Importance of food - physiological, psychological and social function of food
- _ Functions of nutrients in general

II. Carbohydrates

- _ Definition, composition, classification, mono, Di and poly saccharides
- _ Functions of carbohydrates in the body
- _ Dietary sources
- _ Daily requirements
- _ Effects of deficiency and excess

III. Lipids

- _ Definition
- _ Functions
- _ Classification: saturated and unsaturated fats, plant and animal fats
- _ Importance of poly unsaturated fatty acid; rancidity, hydrogenation
- _ Dietary sources and requirements
- _ Dangers of increasing fat in the diet
- _ Effects of deficiency
- _ Cholesterol and foods containing this
- _ Effects of increasing cholesterol contents in the diet and factors increasing its level in Blood.

IV. Energy

- _ Need for energy for voluntary and involuntary activities, Growth and SDA
- _ RDA for energy
- _ Dietary sources of energy
- _ Overweight/ obesity - their health hazards

V. Proteins

- _ Definition
- _ Composition
- _ Classification based on nutritional quality (alone)
- _ Mutual supplementation to improve the quality of vegetable proteins with low budget
- _ Functions
- _ Food / dietary sources
- _ Requirements; effects of deficiency and excess

VI Vitamins

- _ Classification of vitamins
- _ Functions, sources and deficiency of fat soluble vitamins – A, D, E, K
- _ Functions, sources &- deficiency of water soluble vitamins –
Vitamin c, Thiamine, Riboflavin, Niacin, B 12, Folic acid

VII. Functions and classification of minerals in general

Functions, food sources, requirements of calcium, iron, iodine, fluorine and na (sodium)

VIII. Water

- _ Importance of water in health
- _ Water balance
- _ Dehydration, heat cramps and methods to prevent the same

IX. Nutritional losses upon cooking and the methods to prevent the same

- _ Mechanical
- _ Leaching
- _ Enzymatic action
- _ Oxidation
- _ Heat
- _ Acid and alkalis

X. Balanced diet

- _ Definition
- _ Importance of balanced diet
- _ Quantity and quality depending on age, sex, occupation and climate

XI. Menu planning - factors affecting meal

Nutritional aspect-using five food groups

QUANTITY COOKING

- I. Practical aspects of quantity cooking
 - a. Mixing and combining of ingredients
 - b. Ratification of errors
 - c. Eliminating wastage

- II. Regional Indian cookery
 - a. Kashmiri Cuisine
 - b. Punjabi Cuisine
 - c. Bengali Cuisine
 - d. Awadh Cuisine
 - e. Maharashtrian Cuisine
 - f. Andhra Cuisine
 - g. Kerala Cuisine
 - h. Tamil Nadu Cuisine
 - i. Mangalorian Cuisine
 - j. Goan Cuisine

- III. Plate Presentation with appropriate garnishes and accompaniments

- IV. Buffet Presentation

ADVANCED FOOD & BEVERAGE PRODUCTION – II (THEORY)

- I. LARDER
 - a. IMPORTANCE OF LARDER CONTROL
 - b. SECTIONS OF LARDER
 - c. DUTIES AND RESPONSIBILITIES OF LARDER CHEF
- II. KITCHEN MANAGEMENT
 - a. PRINCIPLES OF KITCHEN LAYOUT AND DESIGN
 - b. KITCHEN EQUIPMENTS
 - c. GARBAGE DISPOSAL
- III. VOLUME FEEDING
 - 3.1. INSTITUTIONAL & INDUSTRIAL CATERING
 - a. Types of institutional & industrial catering
 - b. Menu planning for institutional & industrial catering
 - 3.2 HOSPITAL CATERING
 - 3.3 OFF PREMISES CATERING
 - a. Hiring of equipment
 - b. Menu planning
 - c. Theme parties
 - 3.4 QUANTITY PURCHASE & STORAGE
 - a. Introduction to purchasing
 - b. Purchasing system
 - c. Purchase specifications
 - d. Purchasing techniques
 - e. Storage

INDIAN CONFECTIONARY

- I. Fundamentals of Indian sweet cookery
- II. Basic Indian desserts
- III. Preparations of Indian confectionary under the guidance of professional demonstration
 - a. Peda
 - b. Halwa
 - c. Sweets in syrup
 - d. Milk based sweets
 - e. Cakes
 - f. Sweet Meat
 - g. Kheer
 - h. Puddings

FOURTH SEMESTER

ADVANCED FOOD & BEVERAGE PRODUCTION – II (PRACTICAL)

I. FRENCH MENUS

- MENU 1 Consommé Carmen
 Poulet Saute Chasseur
 Pommes Lorette
 Haricots Verts
 Salade de Betterave
 Brioche
 Baba au Rhum
- MENU 2 Bisque D'ecrevisse
 Escalope De Veau Viennoise
 Pommes Battaille
 Courge Provencale
 Epinards au Gratin.
 Gateau De Peche
- MENU 3 Crème Dubarry
 Dorne De Saumon Grille
 Sauce Poloise
 Pommes Fondant
 Petits Pois A La Flammande
 French Bread
 Tarte au fruit
- MENU 4 Veloute Dame Blanche
 Cote De Porc Charcuterie
 Pommes De Terre A La Crème
 Carottes Glace Au Gingembre
 Salade Verte
 Harlequin Bread
 Chocolate Cream Puffs
- MENU 5 Cabbage Chowder
 Poulet A La Rex
 Pommes Marquise
 Ratatouille
 Salade De Carottes et Celeri
 Clover Leaf Bread
 Savarin Des Fruits
- MENU 6 Barquettes Assorties
 Stroganoff De Boeuf
 Pommes Persilles
 Salade De Chou-Cru
 Garlic Rolls
 Crepe Suzette

- MENU 7 Duchesse Nantua
 Poulet Maryland
 Croquette Potatoes
 Salade Nicoise
 Brown Bread
 Pate Des Pommés
- MENU 8 Kromeski's
 Filet De Sole Walveska
 Pommes Lyonnaise
 Funghi Marirati
 Bread Sticks
 Soufflé Milanaise
- MENU 9 Vol-Au-Vent De Volaille et Jambon
 Homard Thermidor
 Salade Waldorf
 Vienna Rôl's
 Mousse Au Chocolate
- MENU 10 Crabe En Coquille
 Quiche Lorraine
 Salade de Viande
 Pommes Parisienne
 Focaccia
 Crème Brûlée

II. **CHINESE MENUS**

- MENU 1 Prawn Ball Soup
 Fried Wantons
 Sweet & Sour Pork
 Hakka Noodles
- MENU 2 Hot & Sour soup
 Beans Sichwan
 Stir Fried Chicken & Peppers
 Chinese Fried Rice
- MENU 3 Sweet Corn Soup
 Shao Mai
 Tung-Po Mutton
 Yangchow Fried Rice
- MENU 4 Wonton Soup
 Spring Rôl's
 Stir Fried Beef & Celery
 Chow Mein
- MENU 5 Prawns in Garlic Sauce
 Fish Szechwan
 Hot & Sour Cabbage
 Steamed Noodles

III. INTERNATIONAL MENUS

SPAIN Gazpacho
 Pollo En Pepitoria
 Paella
 Fritata De Patata
 Pastel De Manzana

ITALY Minestrone
 Ravioli Arabeata
 Fettocine Carbonara
 Polo Alla Cacciatore Medanzane Parmigiane
 Grissini
 Tiramisu

GERMANY Linsensuppe
 Sauerbaaten
 Spatzale
 German Potato Salad
 Pumpernickle
 Apfel Strudel

U.K. Scotch Broth
 Roast Beef
 Yorkshire Pudding
 Glazed Carrots &
 Turnips
 Roast Potato
 Yorkshire Curd Tart
 Crusty Bread

GREECE Soupe Avogolemeno
 Moussaka A La
 Greque
 Dolmas
 Tzaziki
 Baklava
 Harlequin Bread

INDUSTRIAL, AIRLINES AND FAST FOOD CATERING

Unit I.

- a. Types of food service facilities and their functions
- b. Importance of transport catering

Unit II.

- a. Importance of vending machine and disposables in mobile catering
- b. Packaging – type and trends

Unit III.

- a. Industrial canteen – Role and importance
- b. Types of menu
- c. Planning and layout
- d. Cost control in Industrial canteens

Unit IV.

- a. Flight catering – Introduction
- b. Flight food production planning
- c. Flight food production operation – Ground, on-board
- d. Storage, re-generation and service

Unit V.

- a. Fast food catering - Introduction
- b. Planning and layout
- c. Equipments
- d. Menu planning
- e. Advantages and disadvantages

BANQUETS AND BUFFETS

- I. Banquet food
 - a. Pre-preparation
 - b. Cooking
 - c. Presentation
 - d. Service of food
 - e. Re-generating of food
- II. Categories of food
 - a. Salads
 - b. Classical starters
 - c. Canapés
 - d. Pates & terrines
 - e. Mousses & soufflés
 - f. Mirror and platter presentation

MATERIALS MANAGEMENT

Unit I. Integrated materials / store management

- a. Scope and objective
- b. Purchasing management
- c. Vendor selection and rating

Unit II. Inventory Management

- a. Types of Inventory
- b. Inventory concept
- c. Levels of Inventory

Unit III. Store layout and planning

Unit IV. Storage system

- a. Storing
- b. Records and documents
- c. Inventory verification
- d. Stock adjustment

Unit V. Inventory Management systems – software used

FIFTH SEMESTER

ADVANCED BAKERY AND CONFECTIONARY

UNIT I. Bakery - Recipes and methods of preparation

1. Short Crust pastry

2. Laminated pastry
3. Choux pastry
4. Hot Water/Rough Puff pastry
5. Care to be taken while preparing pastry
6. Role of each ingredient
7. Temperature of baking pastry

Unit II. Breads

1. Principles of bread making
2. Simple yeast breads
3. Role of each ingredient in bread making
4. Baking temperature and its importance

Unit III. Pastry Cream

1. Basic pastry creams
2. Uses in confectionery

Unit IV. Icing and Toppings

Unit V. Frozen Desserts

Unit VI. Chocolates

Unit VII. Demonstration of:

- Decorated Cakes.
- Gateaux
- International Breads
- Sorbets
- Parfaits
- Hot/Cold Desserts
- Gum pastry

ADVANCED GARDE MANGER AND CULINARY ARTS

Unit I. Vegetable Carving & Fruit carving

Unit II. Non-edible displays

- a. Ice carving
- b. Butter sculptures
- c. Aspic logo
- d. Chaud-Froid designs
- e. Tallow sculptures
- f. Thermo coal
- g. Wax

Unit III. Sandwiches and canopies

Parts, Filling, Spreads And Garnishes, Types, Making And Storing

Unit IV. Charcutiere

- Sausages
- Forcemeats
- Marinades, Cures, Brines
- Bacon, Ham, Gammon
- Galantines
- Pates And Terrines
- Mousses And Mousselines

- Chaud Froid
- Aspic Jelly
- Non Edible Displays

Unit V. Appetizers And Garnishes

- Classification
- Examples
- Different Garnishes

FOOD BEVERAGE MANAGEMENT

I. Cost Dynamics

- a. Cost & Cost Accounting
- b. Elements of Cost
- c. Classification of Cost

II. Sales Concepts

- a. Various Sales Concept
- b. Uses of Sales Concept

III. Inventory Control

- a. Importance
- b. Objective
- c. Method
- d. Levels and Technique
- e. Perpetual Inventory
- f. Monthly Inventory
- g. Pricing of Commodities
- h. Comparison of Physical and
- i. Perpetual Inventory

IV. Beverage Control Purchasing

- a. Receiving
- b. Storing
- c. Issuing
- d. Sales Control Production Control
- e. Standard Recipe
- f. Standard Portion Size
- g. Bar Frauds
- h. Books maintained
- i. Beverage Control

5. Sales Control

- a. Procedure of Cash Control
- b. Machine System
- c. ECR
- d. NCR
- e. Preset Machines
- f. POS
- g. Reports
- h. Thefts
- i. Cash Handling

6. Budgetary Control

- a. Define Budget
- b. Define Budgetary Control

- c. Objectives
 - d. Frame Work
 - e. Key Factors
 - f. Types of Budget
 - g. Master Budget
 - h. Budgetary Control
7. Variance Analysis
- a. Standard Cost
 - b. Standard Costing
 - c. Cost Variances
 - d. Material Variances
 - e. Overhead Variances
 - f. Labor Variance
 - g. Fixed Overhead Variance
 - h. Sales Variance
 - i. Profit Variance
8. Labor Cost Control
- a. Staffing
 - b. Payroll
 - c. Over time
9. Breakeven Analysis
- a. Breakeven Chart
 - b. P V Ratio
 - c. Contribution
 - d. Marginal Cost
 - e. Graphs
10. Menu Merchandising
- a. Menu Control
 - b. Menu Structure
 - c. Planning
 - d. Pricing of Menu.
 - e. Types of Menu
 - f. Menu is Marketing tool
 - g. Layout
 - h. Constraints of Menu Planning
11. MIS Reports
- a. Calculation of actual cost
 - b. Daily Food Cost
 - c. Monthly Food Cost
 - d. Statistical Revenue Reports
 - e. Cumulative and non-cumulative

RESEARCH METHODOLOGY

The student will be required to undertake a research on any topic related to hospitality

Formulating

The length of the report may be 150 double spaced pages (excused appendices and annexure)

10% variation on either side is permitted.

Guidelines

List of contents of the research

Chapter I - Introduction

Chapter II Scope, Objective, Methodology, and limitation of the research

Chapter III data analysis

Chapter IV results and discussion

Chapter V recommendation

Chapter VI annexure, exhibits, and bibliography

Submission of the report

Three copies of the report have to be submitted before the due date as specified by the college. The original copies should be submitted to the university through the college concerned. The College copy is to be retained by the college and the personal copy should be duly signed by the faculty guide and Principal or HOD of the B Sc. HM & CA Department. The student should carry the personal copy to the Viva Voce

The Student should also carry the following:

- _ Duly signed personal copy of the project
- _ Examination Hall ticket
- _ College Identity card
- _ Dress code should be formal

FACILITY PLANNING AND KITCHEN DESIGNING

Unit I . Introduction

- a. Trends and influences
- b. Assessments of site potential and planning team
- c. Stages in operation

Unit II. Flow pattern

Allocation of area - vegetable preparation, Pastry, Bakery, Butchery, Store, Hot kitchen

Unit III. Equipments

- a. Selection and design
- b. Services
- c. Drainage and Sewerage
- d. Gas supply
- e. Steam
- f. Ventilation

Unit IV. Facilities

- a. Provision of locker
- b. Rest rooms / Bunker
- c. Wash-up area
- d. Bathroom
- e. Toilets

Unit V. Financial institutions – Incentives and loans available

Licenses required
Designing for fire safety

Unit VI – Computer aided Kitchen designing

HOTEL ACCOUNTING

01 INTRODUCTION TO ACCOUNTING

- A. Meaning and Definition
- B. Types and Classification
- C. Principles of accounting
- D. Systems of accounting
- E. Generally Accepted Accounting Principles (GAAP)

02 PRIMARY BOOKS (JOURNAL)

- A. Meaning and Definition
- B. Format of Journal
- C. Rules of Debit and Credit
- D. Opening entry, Simple and Compound entries
- E. Practicals

03 SECONDARY BOOK (LEDGER)

- A. Meaning and Uses
- B. Formats
- C. Posting
- D. Practicals

04 SUBSIDIARY BOOKS

- A. Need and Use
- B. Classification
 - Purchase Book
 - Sales Book
 - Purchase Returns
 - Sales Returns
 - Journal Proper
 - Practicals

05 CASH BOOK

- A. Meaning
- B. Advantages
- C. Simple, Double and Three Column
- D. Petty Cash Book with Imprest System (simple and tabular forms)
- E. Practicals

06 TRIAL BALANCE

- A. Meaning
- B. Methods
- C. Advantages
- D. Limitations
- E. Practicals

07 FINAL ACCOUNTS

- A. Meaning
- B. Procedure for preparation of Final Accounts
- C. Difference between Trading Accounts, Profit & Loss Accounts and Balance Sheet
- D. Adjustments (Only four)
 - Closing Stock
 - Pre-paid Expenses
 - Outstanding Expenses
 - Depreciation

08 FOOD AND BEVERAGE ACCOUNTS

- _ Cost concepts

- _ Nature of food & beverage business, recipe costing
- _ Menu costing
- _ Cost sheet

09 UNIFORM SYSTEM OF ACCOUNTS FOR HOTELS

- A. Introduction to Uniform system of accounts
- B. Contents of the Income Statement
- C. Practical Problems
- D. Contents of the Balance Sheet (under uniform system)
- E. Practical problems
- F. Departmental Income Statements and Expense statements (Schedules 1 to 16)
- G. Practical problems

10 INTERNAL AUDIT AND STATUTORY AUDIT

- A. An introduction to Internal and Statutory Audit
- B. Distinction between Internal Audit and Statutory Audit
- C. Implementation and Review of internal audit

11 DEPARTMENTAL ACCOUNTING

- A. An introduction to departmental accounting
- B. Allocation and apportionment of expenses
- C. Advantages of allocation
- D. Draw-backs of allocation
- E. Basis of allocation
- F. Practical problems

Note: use of calculators is permitted

SIXTH SEMESTER

PROJECT REPORT

The student will be required to undertake a research on any topic related to hospitality

Formulating

The length of the report may be 150 double spaced pages (excused appendices and annexure)

10% variation on either side is permitted.

Guidelines

List of contents of the research

Chapter I - Introduction

Chapter II Scope, Objective, Methodology, and limitation of the research

Chapter III data analysis

Chapter IV results and discussion

Chapter V recommendation

Chapter VI annexure, exhibits, and bibliography

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The Student should also carry the following:

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- _ Examination Hall ticket
- _ College Identity card
- _ Dress code should be formal

HOTEL REPORT

After the completion of training the students shall immediately be submitting an industrial exposure training report within two weeks time. This Report shall also carry two hundred and fifty marks.

The marks shall be awarded by the concerned training coordinator of the college, based on the viva and the report submitted by the student. Each student has to have a certificate of successful completion of training.

HOTEL SALES AND MARKETING

1. Introduction – hospitality industry – A profile – size – uniqueness – complementary role of hospitality industry with other industry – major participants in organized sector – key factors for success – contribution to Indian economy – growth potential.
2. Marketing – basic concepts – needs, wants, demand, exchange, transaction, value and satisfaction in hospitality industry – marketing process – marketing philosophies – related application of concept in hotel service industry.
3. Marketing information system – concepts and components – internal record system result area) – marketing intelligence system – scope in hospitality business – processes and characteristics – managerial use – MIS with special reference to rooms, restaurants – banquets and facilities.
4. Marketing environment – a basis for needs and trend analysis and marketing effectiveness – SWOT analysis for hospitality industry of Micro and Macro environment
5. Product – defining the hospitality products – difference between good and services product – levels of product – generic, expected, augmented, potential tangible

and intangible products – product mix in hospitality business.

6. Branding – basic concepts – brand equity – branding of hotels.

7. Pricing of hospitality – concepts and methodology

8. Integrated marketing communication – SMMR model – steps in developing effective communication plan – communication mix – direct marketing – tele marketing – advertising – sales promotion and publicity.

9. Principles and practice of hospitality selling – Selling process – AIDA model – ORAM – guest as sales force.

10. Marketing arithmetic – ratio – planning AID sales.

HUMAN RESOURCES MANAGEMENT

I. Planning

Planning personnel function
Personnel management environment in India
Functions and operations of personnel office
Manpower Planning
Macro Level scenario of human resource planning
Concepts and process of human resource planning
Methods and techniques – Demand forecasting
Methods and techniques- supply forecasting

II. Job Analysis and Job Design

Job Analysis
Job Description
Job Specification
Job Evaluation
Job Evaluation Methods
Job Design

III. Action Areas

Selection and Recruitment
Induction and Placement
Performance Appraisal
Performance Appraisal Methods
Transfer Promotion and Reward
Policies
Training and Development
Off the job training methods
On the job training methods

IV. Measurement in Human Resource Planning

Human Resource Information System
Human Resource Audit
Human Resource Accounting

V. Human Resource Development

- _ Introduction to Human Resource Development
- _ Evolution and Importance of Human Resource Management
- _ Human Resource Development
- _ HRD Culture and Climate
- _ HRD and Organizational Development

VI. Personal Process

- _ Inter Personal Processes
- _ Learning
- _ Perception
- _ Stress and Coping
- _ Intra – personal Process
- _ Helping

- _ Communication
- _ Interpersonal Styles

VII.Group Process

- _ Group Formation and Group Process
- _ Organizational Communication
- _ Team Development and Functioning
- _ Conflict Collaboration and Competition

VIII.Union and Unionists

- _ Trade Union Development and function
- _ Trade Union Structures and Trade Union Recognition
- _ White Collar and Management of Trade Unions
- _ Management and Employers Association

IX.Conflict Resolution

- _ Dynamics of Conflict and Collaboration
- _ Nature and Content of Collective Bargaining
- _ Negotiation Skills
- _ Role of Labour Administration Conciliation, arbitration and Adjudication

X.Worker's Participation in Management

- _ Evolution, Structure and Processes
- _ Design and Dynamics of Participative Forums
- _ Strategies and Planning for Implementing Participation

XI.Human Engineer and Research

- _ Meaning and Definition
- _ Work Measurement
- _ Work Improvement
- _ Method Study
- _ Motion Study
- _ Time Study
- _ Human Factor Engineering and Research

TRAINING AND DEVELOPMENT

Module I

Training process an overview; Training and development; Learning and skill acquisition; Role, responsibilities and challenges to training managers- Relationship between HRD and business strategies; Skill inventory; Scanning the environment for training areas; Organizational analysis for training.

Module II

Organisation and management of training function; Learning process; Learning and Knowledge management; Various tools and models.

Module III

Training climate and pedagogy – developing training modules – training methods and techniques- facilities planning and training aids.

Module IV

Technical training – training for TQM – attitudinal training – training for management change – training for productivity – training for creativity and problem solving – training for leadership and training for trainers. Training communication- Training evaluation – evaluation methods – cost benefit analysis.

Module V

Management Development (MD): objectives of Management Development; Methods of Management Development; Various models of management development.

Annexure – Reference Books

- Modern Cookery – Volume 1 – Thankam Philip, Orient Logman
- Theory of catering – Kinton and Cesrani
- Food Preparation Theory – Eva Medwid
- Practical Professional cookery – Croknell, McMillon
- Prashad – Cooking with Indian Masters – Kalra, Elite Publishers
- International confectioner – Virtur and Co.
- The Professional French Pastry
- Larouse Gastronomy, Hamlyn Publising
- Taste of India, Madhur Jaffrey, Rupa Publication
- Principles of Baking – Naynne – Wiley
- Practical butchery – Isaac Pitman
- Food & beverage Service – Lillicrap, Arnold publications
- Modern Restaurant Service – John Fuller, London
- The new Professional Chef, CIA
- Creative art of garnishing
- “successful Event Management” 2nd edition, Anton shone, Pryn proxy
- Event planning – Allen J, Etobicoke
- Systematic layout planning - Richard Muther Cahners books, division of sahnrs publishing company, Inc. 89 Franklin Street, Boston.U.S.A
- Food Service Planning: Layout & Equipment: Lendal H Kotschevar, Margaut E Terrell
- Management Operations & Research: N Satyanarayana Lalitha Raman – Himalaya Publishing House
- Principles of Marketing – Philip Kotler & Abraham Koshi.
- Principles of Marketing – Namatha Kumari.
- Fundamentals of Marketing – Tapan Pandey, Buckley R and Caple, Jim,
- The Theory and Practice of Training, Kogen & Page,1995.Lynton R Pareek, U,
- Training for Development, Vistaar, New Delhi 1990.Peppar, Allan D,
- Managing the Training and Development Function, Gower,Aldershot, 1984.
- Training Interventions: Managing Employee Development,IPM, London, 1992.
- House keeping operations, design and management - Malani singh and jaya B george
- Hotel housekeeping training manual Sudhir Andrews
- Hotel house keeping management and operations

- Accommodation operations management S.K. kaushal, S.N. Gautham
- Hotel house keeping operations & management G. Raghubalan, Smartee Raghubalan
- Professional management of housekeeping operations, Thomas J.A. Jones