



UNIVERSITY OF CALICUT

Abstract

B.Sc in Hotel Management & Culinary Arts-CUCBCSS UG 2014-Scheme and Syllabus w.e.f 2017 Admissions-Approved -Implemented- orders issued

G & A - IV - J

U.O.No. 9737/2017/Admn

Dated, Calicut University.P.O, 04.08.2017

*Read:-*1.U.O.No. 6923/2014/Admn Dated, 17.07.2014.

2.Minutes of the meeting of Board of Studies in Catering Science and Hotel Management(Single Board) held on 29.06.2017, Item No.1.

3. Minutes of the Faculty of Science held on 10.07.2017 item. No.5.

4. Extract of the item No.II.H of the minutes of the meeting of the LXXVI meeting of the Academic Council held on 17.07.2017.

5. Orders of the Vice Chancellor in the file of 191466/GA IV/J1/2013/CU dated 27.07.2017

ORDER

Vide paper read first above, the Scheme and Syllabus of B.Sc in Hotel Management & Culinary Arts under CUCBCSS UG Regulations 2014 was implemented with effect from 2014 admission onwards.

Vide paper read second above, the Board of Studies in Catering Science and Hotel Management(Single Board) has decided to make revision in syllabus of B.Sc in Hotel Management & Culinary Arts from 2017 academic year onwards.

Vide paper read third above, the Faculty of Science has resolved to approve the minutes of the Board of Studies in Catering Science and Hotel Management(Single Board) held on 29.06.2017.

Vide paper read fourth above,the meeting of the LXXVI meeting of the Academic Council has resolved to approve the minutes of the meeting of the Faculty of Science alongwith the minutes of the meetings of the the Board of Studies coming under the Faculty.

Vide paper read fifth above,the Vice Chancellor has accorded sanction to implement the Academic Council resolutions.

Accordingly orders are issued to implement the modified syllabus of B.Sc in Hotel Management & Culinary Arts Programme under CUCBCSS UG Regulations 2014 with effect from 2017 admission onwards.

Orders are issued accordingly.

(Revised Syllabus is enclosed herewith)

Ajitha P.P

Joint Registrar

To

The Principals of affiliated Colleges.

Controller of Examinations, JCE 4, Ex Branch

Forwarded / By Order

Section Officer

Bachelor of Science (B.Sc)

HOTEL MANAGEMENT AND CULINARY ARTS

(UNDER THE FACULTY OF SCIENCE, UNIVERSITY OF CALICUT)

CHOICE BASED CREDIT SEMESTER SYSTEM (CBCSS-2014)

RESTRUCTURED SYLLABUS FROM 2017 ADMISSION ONWARDS

1.0 TITLE OF THE PROGRAMME

This DEGREE shall be called BACHELOR OF SCIENCE IN HOTEL MANAGEMENT AND CULINARY ARTS under the Faculty of Science (Language Reduced Pattern –LRP)

2.0 ELIGIBILITY FOR ADMISSION

Any candidate who has passed the Plus Two of the Higher Secondary Board of Kerala or Pre Degree of Calicut University or that of any other University or Board of Examinations in any state recognized as equivalent to the Plus Two of the Higher Secondary Board in Kerala, with not less than 45% marks in aggregate is eligible for admission, However, SC/ST, OBC and other eligible communities shall be given relaxation as per University rules.

3.0 DURATION OF THE PROGRAMME

The programme shall be six semesters distributed over a period of 3 Academic years. The odd semesters (1,3,5) shall be from June to October and the even semesters (2,4,6) shall be from November to March. Each semester shall have 90 working days inclusive of all examinations.

4.0 MEDIUM OF INSTRUCTION

The medium of instruction and examination shall be English.

5.0 COURSES OF STUDY

Total number of courses for the whole BSc HM&CA Programme is 38 which are spread through 120 credits. The main courses shall be divided into 4 categories as follows.

Courses namely:-

1. Common courses
2. Core courses
3. Complementary courses and
4. Open course.

5.1 Common Courses: There shall be 10 Common courses (Total 38Credits) for completing the programme. These Common Courses 1-6 shall be taught bythe English teachers and 7-10 by the teachers of Additional Language and generalcourses by the teachers of departments offering core courses concerned. The additionallanguage offered in this programme is French. The candidates will not get any chance toopt other languages as their additional language, other than French.

5.2 Core Courses: Core courses are the courses in the major subjectof the programme. These are offered by the parent department. The number of corecourses are 19 including Project work.

5.3 Complementary Courses: These courses cover the subjectsrelated to the core subject and are distributed in first four semesters.

5.4 Open Courses: This Course shall be open to all students in theinstitution except the students in the parent department.

All the Core, Complementary and Open courses for the programme shall be taught bythe Hotel Management faculties.

6.0 COURSES IN THE PROGRAMME

6.1.Common courses

1. The Four Skills for Communication.
2. Modern Prose and Drama.
3. Communication Skill in the languages other than English (French).
4. Inspiring Expressions.
5. Readings on Society.
6. Translation and communication in Language other than English (French).
7. Basic Numerical Skills.
8. General Informatics.
9. Entrepreneurship Development.
10. Banking and Insurance.

6.2 Core courses

- 11 BSH/C1B01 Introduction to Tourism and Hospitality Industry.
- 12 BHC 2B02 Food Production
- 13 BHC 2B02 (P) Food Production – Practical
- 14 BHC 3B03 Food and Beverage Service
- 15 BHC 3B03 (P) Food and Beverage Service- Practical
- 16 BHC 3B04 Advanced Food Production
- 17 BHC 3B04 (P) Advanced Food Production – Practical
- 18 BHC 4B05 Quantity Cooking
- 19 BHC 4B05 (P) Quantity Cooking – Practical
- 20 BHC 4B06 Bakery and Confectionary
- 21 BHC 4B06 (P) Bakery and Confectionary- Practical

- 22 BHC 5B07 Industrial Exposure Training and Report
- 23 BHC 5B08 Comprehensive Self Study
- 24 BHC 6B09 Advanced Garde manger
- 25 BHC 6B09 (P) Advanced Garde manger- Practical
- 26 BHC 6B10 Kitchen Management
- 27 BHC 6B11 Banquets and Buffets
- 28 BSH/C 6B12 Food and Beverage Management
- 29 BHC 6B13 Project Report and Viva

6.3 Complimentary Courses

- 30 BSH/C 1CO1 Sales and Marketing
- 31 BSH/C 1CO2 Travel and Tourism
- 32 BSH/C 2CO3 Event Management
- 33 BSH/C 2CO4 Management Principles and Practices
- 34 BSH/C 3CO5 Nutrition Hygiene and Sanitation
- 35 BSH/C 3CO6 Facility Planning
- 36 BSH/C 4CO7 Hotel Laws
- 37 BSH/C 4CO8 Human Resource Management

6.4 Open Courses

- 38 BSH/C 5DO1 Tourism and Hospitality Management
- BSH/C 5DO2 Basics in Culinary.
- BSH/C 5DO3 Introduction to Banquets and Buffets

7.0 SEMESTER WISE DISTRIBUTION OF COURSES

Semester I

SL NO	COURSE TYPE & CODE	SUBJECT	CRE DIT	HOURS /WEEK	EXAM HOURS	EXTE RNAL	INTE RNAL	TOT AL
1	Common A01	Transactions : Essential English Language Skill	4	4	3	80	20	100
2	Common A02	Ways with words: Literature in English	3	4	3	80	20	100
3	Common FL (F)1A0	Communicative Skills in French	4	4	3	80	20	100
4	Core BSH/C 1B01	Introduction to Hospitality Industry	4	5	3	80	20	100
5	Complimentary BSH/C 1CO1	Sales and Marketing	3	4	3	80	20	100
6	Complimentary BSH/C1C02	Travel and Tourism	3	4	3	80	20	100

Total for semester I	21	25		480	120	600
----------------------	----	----	--	-----	-----	-----

Semester II

SL NO	COURSE TYPE & CODE	SUBJECT	CRE DIT	HOURS /WEEK	EXAM HOURS	EXTE RNAL	INTE RNAL	TOT AL
1	Common A03	Writing for Academics and Professional Success	4	4	3	80	20	100
2	Common A04	Zeitgeist : Reading on Contemporary Culture	3	4	3	80	20	100
3	Common FL (F)1A0	Translation and Communication in Language other than English	4	4	3	80	20	100
4	Core BHC 2B02	Food Production	4	4	3	80	20	100
5	Core BHC 2B02 (P)	Food Production – Practical	2	2	2	40	10	50
6	Complimentary BSH/C 2C03	Event Management	3	4	3	80	20	100
7	Complimentary BSH/C2C04	Management Principles and Practices	3	3	3	80	20	100
Total for semester II			23	25		520	130	650

Semester III

SL NO	COURSE TYPE & CODE	SUBJECT	CRE DIT	HOURS /WEEK	EXAM HOURS	EXTE RNAL	INTE RNAL	TOT AL
1	Common A11	Basic Numerical Skills	4	4	3	80	20	100
2	Common A12	General Informatics	4	4	3	80	20	100
3	Core BHC 3B03	Food and Beverage Service	4	3	3	80	20	100
4	Core BHC 3B03 (P)	Food and Beverage Service- Practical	2	2	2	40	10	50
5	Core BHC3B04	Advanced Food Production	3	4	3	80	20	100
6	Core BHC3B04 (P)	Advanced Food Production – Practical	3	2	3	80	20	100
7	Complimentary BSH/C 3C05	Nutrition Hygiene and Sanitation	3	3	3	80	20	100

8	Complimentary BSH/C 3CO6	Facility Planning	3	3	3	80	20	100
Total for semester III			26	25		640	160	800

Semester IV

SL NO	COURSE TYPE & CODE	SUBJECT	CRE DIT	HOURS /WEEK	EXAM HOURS	EXTE RNAL	INTE RNAL	TOT AL
1	Common A13	Entrepreneurship Development	4	4	3	80	20	100
2	Common A14	Banking and Insurance	4	4	3	80	20	100
3	Core BHC4B05	Quantity Cooking	3	3	3	80	20	100
4	Core BHC4B05 (P)	Quantity Cooking – Practical	3	2	3	80	20	100
5	Core BHC 4B06	Bakery and Confectionary	3	3	3	80	20	100
6	Core BHC 4B06 (P)	Bakery and Confectionary- Practical	3	2	3	80	20	100
7	Complimentary BSH/C 4CO7	Hotel Laws	3	4	3	80	20	100
8	Complimentary BSH/C 4CO8	Human Resource Management	3	3	3	80	20	100
Total for semester IV			26	25		600	150	750

Semester V

SL NO	COURSE TYPE & CODE	SUBJECT	CRE DIT	HOURS /WEEK	EXAM HOURS	EXTE RNAL	INTE RNAL	TOT AL
1	Core BHC5B07	Industrial Exposure Training and Report	3	18	Viva Voce	80	20	100
2	Core BHC5B08	Comprehensive self Study	2	5	2	100		100
8	Open Course		2	2	3	40	10	50
Total for semester V			7	25		220	30	250

Semester VI

SL NO	COURSE TYPE & CODE	SUBJECT	CREDIT	HOURS /WEEK	EXAM HOURS	EXTERNAL	INTERNAL	TOTAL
1	Core BHC6B09	Advanced Garde manger	3	4	3	80	20	100
2	Core BHC6B09 (P)	Advanced Garde manger- Practical	3	3	3	80	20	100
3	Core BHC6B10	Kitchen Management	3	4	3	80	20	100
4	Core BHC6B11	Banquets and Buffets	3	4	3	80	20	100
5	Core BSH/C 5B12	Food and Beverage Management	3	5	2	80	20	100
6	Core BHC5B13	Project Report and Viva	2	5	Viva Voce	40	10	50
Total for semester VI			17	25		440	110	550

8.0 CREDITS

Each course shall have certain credits for passing the BSc HM&CA programme, the student shall be required to achieve a minimum of 120 credits of which 38 (14 for common English courses + 8 for common language other than English + 16 credits for general common courses) credits shall be from common courses, a minimum of 2 credits for project and 2 credits for open courses. 62 credits from core courses, 16 credits from complimentary courses. So minimum credits required for core, complimentary and open course put together are 82 (Including minimum 2 credits for each Practical, i.e., $2 \times 4 = 8$ credit for all the practical). In all other matters regarding the BSc HM&CA programme under Choice Based Credit Semester System which is not specified in this regulation, the common regulation CBCSS 2014 will be applicable.

9.0 ATTENDANCE

A student shall be permitted to appear for the semester examination only if he/she secures not less than 75% attendance for theory classes and practical classes actually held for each of the course in a semester. If the candidate has shortage of attendance in any course in a semester, he/she shall not be allowed to appear for any examination in that semester. However the University may condone shortage if the candidate applies for it as laid down by the University common regulations for CBCSS 2014 and if the Vice Chancellor is satisfied with the reason cited by the candidate for the absence in classes.

10.0 COMPREHENSIVE SELF STUDY

In the fifth semester, the candidates have to face an examination with multiple choice questions. The credit for this course is Two. It is a two hour examination with 100 marks and there is no any internal mark for this course. Out of 120 questions, 100 questions must be answered. The questions will be selected from a question pool, prepared by the board of studies. The evaluation of answer scripts will be done externally.

11.0 PROJECT REPORT

During the sixth semester every student shall do a project .The student may choose any topic from the subjects he/she has studied. The candidate shall prepare and submit a project report to the department. The report shall be in manuscript / typed and bound with not less than 50 A4 size pages. The project report should be submitted to the Department one month before the last working day of the sixth semester.

11.1 Project work shall have the following stages:

- Project proposal presentation
- Field work and data analysis
- Report writing
- Draft project report presentation
- Final project report submission

The project should be done individually. The work of each student shall be guided by one Faculty member. The candidate shall prepare at least two copies of the report: one copy for submission to the Department and one copy for the student which he/she has to bring with him/her at the time of viva voce. More copies may be prepared if the organization or the guide or both ask for one copy each.

The duration for project work is 3 weeks. A certificate showing the duration of the project work shall be obtained from the supervising teacher or from the organization for which the project work was done and it shall be included in the project report.

11.2 Structure of the report:

- Title page
- Certificate from the organization (If the project work is done under an organisation)
- Certificate from guide
- Acknowledgements
- Contents
- Chapter I: Introduction (Organization profile, Research problem, Objectives of the study, Research methodology etc.)
- Chapter II: Review of literature
- Chapters III and IV: Data Analysis (2 or 3 chapters)
- Chapter V: Summary, Findings and Recommendations.
- Appendix (Questionnaire, specimen copies of forms, other exhibits etc ;)
- Bibliography (books, journal articles etc. used for the project work)

11.3 Evaluation of Project.

- The project evaluation shall be conducted at the end of sixth semester.

- 20% of marks are awarded through internal assessment.
- A Board of two examiners (One Internal and One External) appointed by the University shall evaluate thereport.
- Evaluation of project should involve submission of report with and project based viva-voce.
- A Viva voce based on the project report shall be conducted individually by theBoard of Examiners.
- The total credits for Project work is 2.
- The Maximum Marks for evaluation of the report shall be 50 distributed among the following components.
 - Introduction (Organization profile, Research problem, Objectives of the study, Research methodology etc.) - 5 Marks
 - Review of literature- 5 Marks
 - Data Analysis (2 or 3 chapters)- 10 Marks
 - Summary, Findings and Recommendations- 5 Marks
 - Viva-Voce – 15 Marks
 - Internal – 10 Marks
 - Total- 50 Marks

12.0 EVALUATION AND GRADING

12.1. Mark system is followed instead of direct grading for each question. For each course in the semester the letter grade, grade point and % of marks are introduced in 7-point indirect grading system as per the guidelines of the Universityof Calicut CBCSS 2014.

12.2. The evaluation scheme for each course shall contain two parts.

1) Internal Assessment 2) External Evaluation.

20% weight shall be given to the internal assessment. The remaining 80% weight shall be given for the external evaluation.

12.3 INTERNAL ASSESSMENT

20% of the total marks in each course are for internal examinations. The internal assessment shall be based on a system, involving written tests/assignments/seminars/ viva and attendance in respect of theory courses and lab involvements/ records and attendance in respect of practical courses.

Internal assessment of the project will be based on its content, method of presentation, final conclusion and orientation to research aptitude.

Thecomponents with the percentage of marks of internal evaluation of theory courses are:

Attendance -25%, Assignment/ Seminar/ Viva- 25%, and Test paper- 50%.

(If a Fraction appears in internal marks, nearest whole number is to be taken).

Attendance of each course (Including Practical) will be evaluated as below:

Above 90% attendance	100 marks allotted for attendance.
85 to 89%	80%
80 to 84%	60%
76 to 79	40%

75%	20%
-----	-----

12.4 Internal Assessment for Practical

20% of total marks are internal assessment. It should be done by the department based on the performance of the student in the practical Lab. The components with the percentage of marks of internal evaluation of practical courses are:

Attendance- 25%, Record- 50% and Lab involvement- 25%.

(If a Fraction appears in internal marks, nearest whole number is to be taken).

12.5 External Evaluation

External evaluation carries 80% of marks. The external examination in theory courses is to be conducted with question papers set by experts. The evaluation of the answer scripts shall be done by examiners based on well-defined scheme of evaluation by the University. The external examination in practical courses shall be conducted by two examiners- one internal and external, appointed by the university. The project evaluation and viva can be conducted by the external examiners appointed by the university.

12.6 After external evaluation, only marks are to be entered in the answer scripts. All other calculations including grading are done by the University.

12.7. External Evaluation for Practical Courses.

- The practical evaluation shall be conducted at the end of the concerned semester.
- 20% of marks are awarded through internal assessment.
- A Board of two examiners (One Internal and One External) appointed by the University shall conduct the evaluation.
- Evaluation of practical should involve submission of record.
- A viva voce based on the practical shall be conducted individually by the Board of Examiners.
- The Maximum Marks for evaluation of the practical shall be distributed among the following components.

Practical Knowledge – 50% of total external marks.

Viva Voce- 25% of total external marks.

Practical Record- 15% of total external marks.

Personal Grooming- 10 % of total external marks.

12.7 Revaluation: In the new system of grading, revaluation is permissible. The prevailing rules of revaluation are applicable to CUCBCSSUG 2014.

13.0 QUESTION PAPER;

The pattern of question paper should be as follows,

Question Type	Total No Of questions	No of question to be answered	Marks for each Question	Total Marks
Multiple Choice/ Fill in blanks/ True or False	10	10	1	10
Short Answer	8	8	2	16
Short Essay	8	6	4	24
Long Essay	3	2	15	30

			Grand Total	80
--	--	--	-------------	----

In case of courses, which are having 40 marks as maximum for external evaluation, correct proportion of the above pattern can be taken.

14.0 AWARD OF DEGREE.

The successful completion of the courses (Common, Core, Complimentary and Open courses) prescribed for this programme with E- grade (minimum 40% -for external and 40% for internal) shall be the minimum requirement for the award of degree.

14.1 Credits: Each course shall have certain credits for passing the BSc HM & CA programme, the student shall be required to achieve a minimum of 120 credits of which 38 (14 for common English courses + 8 for common language other than English+ 16 credits for general common courses) credits shall be from common courses, a minimum of 2 credits for open courses, 56 credits from core courses and 24 credits from complimentary courses. So minimum credits required for core, complimentary and open course put together are 82 (Including practical).

In all other matters regarding the BSc HM & CS programme under Choice Based Credit semestersystem which are not specified in this regulation, the common regulation CBCSS 2014will be applicable.

15.0 FACULTY QUALIFICATIONS

Candidates, who are having graduation in Hotel Management / Hotel Administration/ Culinary Arts with Master's Degree in Hotel Management or in Tourism or in MBA in Tourism and / or Hotel Management with NET in the concerned subject, can teach in this Programme. (If NET is not conducted by UGC, then the UGC norms inFaculty appointment and Calicut University Order 3696/GA-1/F1-2013/CU dated26/02/2014 will be applicable.)

Candidates, who are having PhD as the basic qualification instead of NET, should have their PhD in the discipline of Tourism and/or Hotel Management.

The industry experiences, especially in food production area, should also be considered (In addition to basic qualification laid above) while appointing teachers for programmes.

16.0 WORK LOAD FOR THE PROGRAMME.

A faculty has to take minimum 16 hours per week including theory and practical. All the other matters related with work load, should be as per the rules and regulation laid by the university and other authorities.

But in fifth semester of this programme, the students have to undergoIndustrial exposure training. In this semester, the students have to face two written examinations in Comprehensive self study and Open course. Though the students are in the training, they are not available in the campus, and it will not affect the work load of the teachers in that semester. That is, in this semester also, the teachers teaching workload should be calculated as 25 hours per week.

The students, who are in training, aregrouped as per the strength of teachers and students and one teacher training coordinator should be appointed for each group. The teacher

coordinator manages and supervises all the needs for the training, of the candidate and should be done in a very effective way by frequent visits in the training properties and evaluating the training logbook twice in month. Regular contact with the properties should be ensured to monitor student's attendance, behaviour and benefits of training etc, by the teacher coordinator.

17.0 INDUSTRIAL TRAINING

17.1. Exposure to Industrial Training is an integral part of the 5th semester curriculum. The 17 weeks industrial training would be divided into four/five weeks each in the four key areas of Food Production, Food & Beverage Service, and Accommodation Operations & Front Office Operations.

17.2. Attendance during the training would be calculated separately. Industrial Training will require an input of 120 working days i.e. (20 weeks x 06 days = 120 days). A student can avail leave to a maximum of 10% (12 days) only with prior permission of the hotel authorities. Similarly, the institute Principal can condone an additional 10% (12 days) on production of a medical certificate.

17.3. Evaluation of Industrial Exposure Training and report: The Maximum Marks for external evaluation of the Industrial Exposure Training and report shall be distributed among the following components.

Presentation of the training report – 25% of total external marks.

Viva Voce- 25% of total external marks.

Training Report- 25% of total external marks.

Personal Grooming- 25% of total external marks.

Internal Marks- 20% of total marks. (Including External and internal marks)

17.3.1 Internal marks for IET and report, will be based on the feed-back from the industry in a prescribed Performance Appraisal Form (PAF). It will be the students' responsibility to get this feed-back/assessment form completed from all the four departments of the hotel for submission to the institute at the end of Industrial Training.

17.3.2 The University will appoint a Board of two examiners (One Internal and One External) to conduct the external evaluation of Industrial Exposure Training and report,

17.4. Responsibilities of institute, hotel and the student/trainee with aims & objectives have been prescribed for adherence.

17.5. Once the student has been selected / deputed for Industrial Training by the institute, he/she shall not be permitted to undergo IT elsewhere. In case students make direct arrangements with the hotel for Industrial Training, these will necessarily have to be approved by the institute. Students selected through campus interviews will not seek Industrial Training on their own.

COURSE DETAILS

CORE COURSES

BSH/C 1B01 INTRODUCTION TO HOSPITALITY INDUSTRY

Module	Topic	Content
1	Introduction to the Hospitality industry	a. The origin of hospitality b. History of travel -in India and international –early times, Persian, Macedonian times, Mauryan empire, the Mughal Empire, The Muslim Empire, English Raj, Post Independence c. Hospitality –Guest relation, customer satisfaction d. Types of hospitality e. Hospitality ethics and standards f. Traits of hospitality employees g. Evolution and growth of hotel industry in India
2	History of Hotels, Resorts and Motels	a. Inns of early times b. History of hotels in America c. History of motels and its features d. Advent of hotel chains
3	Types of hotels, Hotel Organization And Job Description	a. Small, medium and Large hotels b. Revenue Departments c. Non revenue departments d. Minor revenue departments e. Uniformed services of hotel f. Organisation chart g. Job description and job specification of front office employees
4	Customer service and Understanding guest service	a. What is customer service b. Why is customer service is important c. Who is the customer d. Creating excellent mindset e. Customer relationship management f. Difference between service and physical products
5	Areas of Hospitality industry	a. Basis of classification of hotels: resorts, commercial hotels, floating hotels, motels, casino hotels, time share, condominiums, boutique hotels and supplementary accommodations b. Air lines c. Railway d. Limousines, luxury Cruise lines, e. Fast food restaurants, Institutional catering, Theme park, welfare catering and outdoor catering.

REFERENCE BOOK

Sl.No	Book Name	Author
--------------	------------------	---------------

1	Hospitality reception and front office procedures and systems	Dr.JagmohanNegi
2	Introduction to tourism &hospitality industry	Sudhir Andrews
3	Hotel front office operations and management	Jatashankar. R.Tewari
4	Front office management	S.k.Bhatnagar
5	Training manual for front office operations	Sudhir Andrews

BHC 2B02 FOOD PRODUCTION

Module I: INTRODUCTION TO COOKERY & HIERARCHY AND DEPARTMENT STAFFING: Levels of skills and Experience, Attitudes and Behavior in the Kitchen, Personal Hygiene, Safety Procedure in Handling Equipment, Aims and objectives of cooking foods, Various textures, Basic Culinary terms, Classical Brigade, Modern staffing in various category hotels, Role of Executive Chef, Duties & Responsibilities of various chefs, Co-operation with other Departments. KITCHEN ORGANIZATION & LAY OUT: General layout of kitchen in various organization, Layout of Receiving Areas, Layout of storage Area, Layout of service and wash up, Various Fuels used, Advantages & Disadvantages of each.

Module II: BASIC MENU PLANNING & PRINCIPLES OF FOOD PRODUCTION: Types of Menu, Menu Planning Principle, Introduction, Classification of vegetables, Effects of heat on vegetables, Cuts of vegetables, Classification of fruits, Uses of Fruit in Cookery. STOCKS, SAUCES AND SOUPS: Definition of Stock, Types of Stocks, Preparation of stock, Storage of Stocks, Uses of Stocks, Recipes for mother Sauces, Derivatives, and Classification of soups with examples, Basic recipes, Consommés, Garnishes and accompaniment for Soups.

Module III: MEAT, FISH, EGG, CEREALS AND PULSES: Introduction, Cuts of Beef/Veal, Cuts of Lamb/Mutton, Cuts of Pork, Variety meats (Offal). Classification of fish with examples- Cuts of fish, Selection fish and & shellfish, Cooking of fish, Introduction of Egg Cookery- Structure of an egg, Selection of an egg, Uses of egg in Cookery, Cooking of rice, cereals & pulses- Introduction, Classification and Identification.

Module IV: METHODS OF COOKING FOODS: Roasting, Grilling, Frying, Baking, Broiling, Poaching, Boiling. BASIC COMMODITIES: Flour, Types of wheat, Types of flour, Uses of flour in food production, Shortening, Role of shortening, Varieties of shortenings, Advantages & Disadvantages of using different shortenings. Fats & Oils - Types, varieties. Raising agents- classification of raising agents, role of raising agents. Sugar- Importance of sugar, Types of sugar, cooking of sugar- (various stages), Uses of sugar

Module V: Tea- Types of tea available- Preparing tea for consumption- Popular brands. Coffee- Types of coffee, Preparing coffee, Varieties of coffee blends. Chocolate- Manufacture of chocolates, Types of chocolates, Tempering of chocolates. Milk- Pasteurization- Homogenization- Types of milk. e.g. skimmed condensed, Nutritive value. Cream- Processing of cream, Types of cream. Butter- Processing of butter, Types of butter. Cheese- Processing of

cheese. Types of cheese, Classification of cheese, Cooking of cheese, Uses of cheese

REFERENCE BOOKS

Sl.No	Book Name	Author& Publisher
1	Practical Cookery, .	Victor Ceserani & Ronald Kinton, ELBS
2	Theory of Catering,	Victor Ceserani& Ronald Kinton, ELBS
3	Theory of Catering,	Mrs. K.Arora, FrankBrothers
4	Modern Cookery for Teaching & Trade	Vol. I, Ms. ThangamPhilip, Orient Longman
5	Herrings Dictionary of Classical& Modern Cookery,	Walter Bickel
6	Chef Manual of Kitchen Management,	Fuller, John

BHC 2B02 (P) FOOD PRODUCTION – PRACTICAL

1. Identification and cuts of vegetables, Preparation of stocks – White, Brown and Fish, Preparation of Sauces, Soups:
 - a. Cream – vegetable, spinach, tomato green peas
 - b. Consomme – Royale, Celestine c National – Vichyssoise, cabbage chowder
2. Eggs – boiled, fried, poached, scrambled, omelettes.
3. Fish – Fisho'rly a la nglaise, Colbert, poached, saumon grille, Florantine, mornay, pomfretmeuniere, fish fingers.
4. Poultry – jointing chicken, Poulet roti a l anglaise, Poulet sauté chasseur, Poulet Maryland, Roast Chicken, Chicken a la King.
5. Meat- Fillet Staek, Tournedos, Escolope, lamb stew, hot spots, grilled steak.
6. Potatoes – French fries, lyonnaise, sauté, mashed, cream, parsley, parsienne.
7. Vegetable – Veg. cooking, boiled, glazed, fried, stewed, braised.
8. Salads and sandwiches – coleslaw, Russian salad, potato salad, carrot, salad nicoise , fruit salad, waldrof salad, sandwiches varieties.
9. Sweets – honey comb mould, trifle, chocolate mousse, lemon soufflé, bread and butter pudding, caramel custard, albert pudding, Christmas pudding

BHC 3B03 FOOD AND BEVERAGE SERVICE

Module I . Food and Beverage service areas: Induction and familiarization of F & B service areas- Ancillary F & B service areas –Induction and profile- Familiarization of F& B Service equipment-cutlery, crockery, glassware, flatware, hollowware, linen and miscellaneous

equipments - Care & Maintenance of F&B Service equipment- Cleaning / polishing/wiping /storing of F & B service equipments-cutlery, crockery and glassware.

Module II. Basic technical skill: Waiter's tool kit- Arrangement of sideboard- Handling/ storing cutlery, crockery, glassware, flatware, hollowware - Manipulating service spoon and fork for serving various courses- Laying and relaying of table cloth -Serviette folds

Module III. Menu: Practice of simple menu compilation- Types of menu - Table lay up for different menu - A La Carte, Table d'hôte, French classical Menu -Points to be remembered while laying a table for a menu

Module IV. Food and Beverage service- Restaurant service - Organizing Mise-en-scene, Organizing Mise-en-Place. Opening, Operating & Closing duties Restaurant vocabulary – English and French different forms of service in a restaurant- Russian, American, French, Silver and English. Service of water- Carrying a Tray /Salver - Carrying glasses. Service of various forms of a meal courses: Hors d' oeuvres, Potege, Poisson, Entrée, Releve (main), Sorbet, Roti, Legumen, Entrement, Savoury, Desserts and Cafe. Clearing soiled plates/Clearing of a meal (course by course)Sequence of service-Receiving and seating of guests, presenting the menu, taking orders, serving courses, bill presentation and seeing off the guest.

Module V. Breakfast service: Breakfast –Types, Breakfast Menu (English, American Continental, Indian, buffet). Breakfast table setting - Continental breakfast cover and tray set up. English breakfast cover and tray set up. Buffet Service of non – alcoholic drinks, tea and coffee.

Reference Books

1. Food and Beverage Service by Dennis Lillicarp, Hodder and Stoughton Educational
2. Food and Beverage Service John Cousins, Hodder and Stoughton Educational
3. Food and Beverage Service by Sudhir Andrew , Tata McGraw Hill Education
4. Food and Beverage Service by JagmohanNegi, Frank Brothers & Co .Ltd, Delhi
5. Food and Beverage Service Bobby George and Sandeep Bhattacharya, Jaico Publishing House, Delhi

BHC 3B03 (P) FOOD AND BEVERAGE SERVICE- PRACTICAL

Module I. Food and Beverage service areas : Induction and familiarization of F & B service areas- Ancillary F & B service areas –Induction and profile - Familiarization of F & B Service - equipment- cutlery, crockery, glassware, flatware, hollowware, linen and miscellaneous equipments - Care & Maintenance of F&B Service equipment - Cleaning / polishing/wiping /storing of F & B service equipments-cutlery, crockery and glassware.

Module II. Basic technical skill: Waiter's tool kit- Arrangement of sideboard- Handling/ storing cutlery, crockery, glassware, flatware, hollowware - Manipulating service spoon and fork for serving various courses- Laying and relaying of table cloth -Serviette folds

Module III. Menu: Practice of simple menu compilation- Types of menu - Table lay up for different menu - A La Carte, Table d'hôte, French classical Menu -Points to be remembered while laying a table for a menu

Module IV. Food and Beverage service- Restaurant service - Organizing Mise-en-scene, Organizing Mise-en-Place. Opening, Operating & Closing duties Restaurant vocabulary – English and French different forms of service in a restaurant- Russian, American, French, Silver and English. Service of water- Carrying a Tray /Salver - Carrying glasses. Service of various forms of a meal courses: Hors d' oeuvres, Potage, Poisson, Entrée, Releve (main), Sorbet, Roti, Legumen, Entrement, Savoury, Desserts and Cafe. Clearing soiled plates/Clearing of a meal (course by course)Sequence of service-Receiving and seating of guests, presenting the menu, taking orders, serving courses, bill presentation and seeing off the guest.

Module V. Breakfast service: Breakfast –Types, Breakfast Menu (English, American Continental, Indian, buffet). Breakfast table setting - Continental breakfast cover and tray set up. English breakfast cover and tray set up. Buffet Service of non – alcoholic drinks, tea and coffee.

Reference Books

1. Food and Beverage Service by Dennis Lillicarp, Hodder and Stoughton Educational
2. Food and Beverage Service John Cousins, Hodder and Stoughton Educational
3. Food and Beverage Service by Sudhir Andrew , Tata McGraw Hill Education
4. Food and Beverage Service by JagmohanNegi, Frank Brothers & Co .Ltd, Delhi
5. Food and Beverage Service Bobby George and Sandeep Bhattacharya, Jaico Publishing House, Delhi

BHC 3B04 ADVANCED FOOD PRODUCTION

Module I:LARDER: Importance Of Larder Control Sections Of Larder, Duties And Responsibilities Of Larder Chef.

Module II:KITCHEN MANAGEMENT: Principles of kitchen layout and design- kitchen equipments- garbage disposal.

ModuleIII: VOLUME FEEDING: INSTITUTIONAL INDUSTRIAL CATERING. Types of institutional & industrial catering, Menu planning for institutional & industrial catering

Module IV:HOSPITAL CATERING, OFF PREMISES CATERING- Hiring of equipments- Menu planning- Theme parties.

Module V:QUANTITY PURCHASE & STORAGE- Introduction to purchasing- Purchasing system- Purchase specifications- Purchasing techniques- Storage.

REFERENCE BOOKS

Sl.No	Book Name	Author& Publisher
-------	-----------	-------------------

1	Practical Cookery, .	Victor Ceserani & Ronald Kinton, ELBS
2	Theory of Catering,	Victor Ceserani& Ronald Kinton, ELBS
3	Theory of Catering,	Mrs. K.Arora, FrankBrothers
4	Modern Cookery for Teaching & Trade	Vol. I, Ms. ThangamPhilip, Orient Longman
5	Herrings Dictionary of Classical& Modern Cookery,	Walter Bickel
6	Chef Manual of Kitchen Management,	Fuller, John

BHC 3B04 (P) ADVANCED FOOD PRODUCTION – PRACTICAL

FRENCH MENUS	CHINESE MENUS	INTERNATIONAL MENUS
MENU1: Consommé Carmen PouletSaute Chasseur Pommes Lorette Haricots Verts Salade de Betterave Brioce Baba au Rhum	MENU I Prawn Ball Soup Fried Wantons Sweet & Sour Pork Hakka Noodles	SPAIN Gazpacho Pollo En Pepitoria Paella Fritata De Patata Pastel De Manzana
MENU 2 Bisque D'ecrevisse Escalope De Veaviennoise Pommes Battaille CourgeProvencale Epinardsau Gratin. Gateau De Peche	MENU 2 Hot & Sour soup Beans Sichwan Stir Fried Chicken & Peppers Chinese Fried Rice	ITALY Minestrone Ravioli Arabeata FettocineCarbonara Polo Alla Cacciatore MedanzaneParmigiane Grissini Tiramisu
MENU 3 Crème Dubarry Darne De Saumon Grille Sauce Poloise Pommes Fondant PetitsPois A La Flammande French Bread Tarte au fruit	MENU 3 Sweet Corn Soup Shao Mai Tung-Po Mutton Yangchow Fried Rice	GERMANY Linsensup pe Sauerbaate Spatzale German Potato Salad Pumpernickle Apfel Strudel
MENU 4 Veloute Dame Blanche Cote	MENU 4 Wonton Soup	U.K. Scotch Broth

De Pore Charcuterie Pommes De Terre A La Crème Carottes Glace Au Gingembre Salade Verte Harlequin Bread Chocolate Cream Puffs	Spring Rolls Stir Fried Beef & Celery Chow Mein	Roast Beef Yorkshire Pudding Glazed Carrots & Turnips Roast Potato Yorkshire Curd Tart Crusty Bread
MENU 5 Cabbage Chowder Poulet A La Rex Pommes Marquise Ratatouille Salade De Carottes et Celeri Clover Leaf Bread Savar	MENU 5 Prawns in Garlic Sauce Fish Szechwan Hot & Sour Cabbage Steamed Noodles	GREECE Soupe Avogolemeno Moussaka A La Greque Dolmas Tzaziki Baklava Harlequin Bread

BHC 4B05 QUANTITY COOKING

Module I: Menu planning- Study of menus for different Types of quantity food outlets. Courses of menu, Uses of menu cards, points for Menu writing Important cookery terms used in Menus, common French and English Menu terms. Review of mechanics of menu Planning. Menu format, Standardization of recipes, recipe files and Adapting recipes.

Module II: Quantity Food Transportation, receipt and Transportation Handling of foods. Storage of And buying Foods (dry & refrigerated) Review of food selection with Reference to food buyer, Methods of buying, specifications, Use of processed and convenience Foods.

Module III: Methods of cooking Application of cookery Prepare menu principles for quantity courses for Indian, food production for various Western Far East food groups. and Continental meals Methods of cooking- Moist, (at least 2 each) Dry heat (using air as a medium) -veg . & non veg. & Using fat as a medium, Micro wave calculate nutritive Cooking. value, yield, size of Conservation of fuel portion, cost/ serving Review of food standards .

Module IV: Quantity Food Production Food preparations - main dishes and Their usual accompaniments. Soups, Salads and salad dressings Common sauces and chutneys. Dishes for special catering Functions, festivals.

Reference Books:

1. West B.B. Wood L. Harger V.P. (1966) Food Service in institutions John Wiley and sons, Inc., New York.
2. Casady M.S. (1973) Food preparation Handbook' published by the Home Science Association of India.
3. Karla Longree (1967) ' Quantity Food Sanitation' John Wiley and Sons, Inc., New York.
4. Waldo (1969) Recipes for great restaurants, Collier Macmillan Boom Company, New York.

5. Kotschewar L. and Terrel M.E.(1961) Food service Planning layout and Equipment, John Wiley and Sons Ltd.
6. Thangam E. Philip (1965) Modern Cookery for Teaching and the trade vol. I & II, John Wi Orient Longmans Ltd., New Delhi.
7. Terrel M.E. and Haigu V.F. (1966) Professional Food preparation, John Wiley And Sons, New York.

BHC 4B05 (P) QUANTITY COOKING – PRACTICAL

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 – jeerapulao, veg. pulao, lime rice, alukithahari, yakhinipulao, prawn pulao, peas pulao, chicken biryani, muootn biryani, prawns biryani, veg. biryani, hyderabadi biryani, kashmiripulao
- d. Gravies (veg/ non veg) – khorma (chicken, mutton veg.) shajahani, jalfraize, rogini chicken, rogan josh, chicken / mutton do pyaz, chicken chettinad, paneermalaikofta, palakpaneer, butter chicken, aloo gobi, fish moilee, goan fish curry, macherjhol, 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, brinjalbhurta, masala fried fish, karimeenpollichudhu
- f. Sweets – Gajjarhulwa, sheera, gulabjamun, boondhiladoo, semiyapayasam, pal payasam, badam/carrot kheer, jangri, shahitukra, mysorepak, kesari, rasagullas, pumpkin hulwa.
- g. Tandoor – Naan, kulcha, roti, chicken tikka , fish tikka, sheek kebab, tandoori chicken, hariyali chicken/ fish tikka, tangdi kebab.

BHC 4B06 BAKERY AND CONFECTIONARY

Module I. Introduction to Baker & Confectioner industry / Hotel industry: Organizational hierarchy of Baker & Confectioner Department- Aims and objective of baking food- Attributes of Baker & Confectioner services personals- Duties and responsibilities of Baker & Confectioner service personals- Introduction to basic equipments and tools used in bakery and confectionary. Bakery layout.

Module II. Raw material required for Bread making: Role of flour, Water, Yeast, Salt, Sugar, Milk & fats. Principles involved for bread preparation- Different types of breads and their properties- Method of Bread Making- Sponge and dough method- Characteristics of good bread- Bread faults and their remedies.

Module III. Yeast- Role of yeast in the fermentation of dough. Elementary knowledge of Oven- types of oven and temperature chart. Cakes: Methods for production of cakes- Raw materials required- Role of flour, sugar, shortening and eggs for cake production- machineries used for cake making. Types of Icing- icing equipments. Cake making methods- sugar batter- flour batter- Genoese method- blending and rubbing method. Cake temperature.

Module IV: Principles of pastry making and its derivatives- short crust paste- choux paste- Puff paste- Flaky paste- Preparation of cookies and biscuits- Factors effecting quality of Cookies & biscuits- raw materials required- faults in preparation of Cookies and biscuits.

Module V: Study of Confectionery Ingredients like Starch and its derivatives- An Elementary knowledge of source, properties & use of fats, oils used for confectionary products - Characteristic of chemicals and leavening agents - Study of sugar boiled confectionery like Amorphous confectionery & Crystalline confectionery. Introduction to the confectionary work. Confectionary terms. Introduction to the basic tools used in the confectionary - Role of flour, sugar, shortening and egg - Knowledge of different sauces which are used in confectionery like: Truffle sauce, Cherry sauce- strawberry puree- knowledge of Chocolate and cocoa powder. Introduction to Indian sweets: Ingredients- preparations and procedures

Reference Books:

1. Publishers International confectioner – Virtur and Co.
2. TheProfessional French Pastry
3. Taste of India, Madhur Jaffrey, Rupa
4. Publication Principles of Baking – Naynne –
5. The new Professional Chef.

BHC 4B06 (P) BAKERY AND CONFECTIONARY- PRACTICAL

- A. Preparation of : Bread Roll- Bread Stick-Soft roll- Hot cross bun- fruit bun- Chelsea bun
- B. Preparation of: Croissants- white bread- Brown bread- Vienna bread- fancy bread- Milk bread- Raisin Bread- fruit Bread.
- C. Preparation of : Pizza base- Cheese Straw- Burger-
- D. Preparation of: Christmas cake – Banana bread- sponge cake- Madeira Cake – Genoese cake- Fatless cake- Rock cake- fruit Cake.
- E. Preparation of Various Icing.
- F. Preparation of Biscuits. Practical - Indian Sweets : Peda, Halwa,, Sweets in syrup, Milk based sweets, Cakes, Sweet Meat, Kheer, Puddings
- G. Demonstrations – Indian Regional Sweets

BHC 5B07 INDUSTRIAL EXPOSURE TRAINING AND REPORT

Industrial Exposure Training is an in integral part of the curriculum. Student has to undergo industrial training minimum 22 weeks at a single stretch. They will be awarded 100 marks (80 marks external evaluation and 20 marks internal evaluation) for the industrial training & report and for viva voce.

- 1) For award of 100 marks of IET would be on the basis of feed-back from the industry in a prescribed Performance Appraisal Form (PAF). It will be the student's responsibility to get this feed-back/assessment form completed from all the four departments of the hotel for submission to the institute at the end of Industrial Training.
- 2) Responsibilities of institute, hotel, the student/trainee with aims & objectives have been prescribed for adherence.
- 3) Once the student has been selected / deputed for Industrial Training by the Institute, he/she shall not be permitted to undergo it elsewhere. In case students make direct arrangements with the hotel for Industrial Training, these will necessarily have to be approved by the institute. Students selected through campus interviews will not seek Industrial Training on their own.

INDUSTRIAL EXPOSURE TRAINING

Objective of industrial Exposure Training is to provide to students the feel of the actual working environment and to gain practical knowledge and skills, which in turn will motivate, develop and build their confidence. Industrial Training is also expected to provide the students the basis to identify their key operational area of interest.

RESPONSIBILITIES OF THE TRAINEE

1. Should be punctual
2. Should maintain the training logbook up-to date
3. Should be attentive and careful while doing work
4. Should be keen to learn to learn and maintain high standards and quality of work
5. Should interact positively with the hotel staff.
6. Should be honest and loyal to the hotel and towards their training.
7. Should get their appraisals signed regularly from the HODs or training manager.
8. Gain maximum from the exposure given, to get maximum practical knowledge and skills.
9. Should attend the training review sessions / classes regularly
10. Should be prepared for the arduous working condition and should face them positively
11. Should adhere to the prescribed training schedule.
12. Should take the initiative to do the work as training is the only time where you can get maximum exposure.
13. Should on completion of industrial Training, hand over all the reports, appraisal, logbook and completion certificate to the institute.

RESPONSIBILITIES OF THE INSTITUTE

1. Should give proper briefing to students prior to the industrial training
2. Should make the students aware of the industry environment and expectations.
3. Should notify the details of training schedule to all the students.
4. Should coordinate (emergencies) with the hotel especially with the training manager
5. Should visit the hotel wherever possible, to check on the trainees
6. Should sort out any problem between the trainees and the hotel

7. Should take proper feedback from the students after the training
8. Should brief the students about appraisals, attendance, marks, logbook and training report.
9. Should ensure trainees procure training completion certificate from the hotel before joining institute.

RESPONSIBILITIES OF THE HOTEL

First exposure: A young trainee's first industry exposure is likely to be the most influential in that person's career. If the managers / supervisors are unable or unwilling to develop the skills young trainees need to perform effectively, the latter will set lower standards than they are capable of achieving, their self-images will be impaired, and they will develop negative attitudes towards training, industry, and in all probability - their own careers in the industry.

Hotels:

1. Should give proper briefing session! Orientation / induction prior to commencement of training.
2. Should make a standardized training module for all trainees.
3. Should strictly follow the structured training schedule.
4. Should ensure cordial working conditions for the trainee.
5. Should coordinate with the institute regarding training programme
6. Should be strict with the trainees regarding attendance during training
7. Should check with trainees regarding appraisals, training report, log boom, etc.
8. Should inform the institute about truant trainees
9. Should allow the students to interact with the guest
10. Should specify industrial training "Dos and Don'ts" for the trainee
11. Should ensure issues of completion certificate to trainees on the last day of training

BCH 5B08 COMPREHENSIVE SELF STUDY

This course covers the entire programme learning by conducting an examination having the duration of two hours (120 minutes). 120 multiple choice questions will be asked in the examination and within the stipulated time, the candidate should complete the answering process and the answer scripts will be send for external evaluation.

The main objectives of this course are,

1. To understand the student capacity of theoretical knowledge in which they studied in all the previous semesters.
2. To analyse the student capacity to solve the questions within the stipulated time.
3. To improve the observing and listening capacity of students in the class rooms and the other learning areas, including training.

BHC 6B09 ADVANCED GARDE MANGER

Module I. Vegetable Carving & Fruit carving

Module II. Non-edible displays- Ice carving, B u t t e r sculptures, Aspic logo, C h a u d -Froid designs, Tallow sculptures, Thermo coal, W a x

Module III. Sandwiches and canopies- Parts, Filling, Spreads and Garnishes, Types, Making and Storing.

Module IV Charcutiere- Sausages- Force-meats- Marinades, Cures, Brines- Bacon, Ham, Gammon- Galantines- Pates and Terrines - Mousses and Mousse lines - ChaudFroid - Aspic Jelly- Non Edible Displays

Module V Appetizers and Garnishes- Classification – Examples- Different Garnishes

REFERENCE BOOKS

Creative art of garnishing: Culinary Institute of America

Practical butchery – Isaac Pitman

Garde manger- The art of craft and cold kitchen: Culinary Institute of America

The professional garde Manger- A guide to art of buffet: David paul

Garde Manger- The cold kitchen: Curtiss Scott Hemm

BHC 6B09 (P) ADVANCED GARDE MANGER- PRACTICAL

1. Vegetable Carving, Fruit Carving & Ice Carving
2. Sandwiches and canopies
3. Charcutiere, Sausages, Marinades, Galantines
4. Pates and Terrines
5. Mousses and Mousse lines

BHC 6B10 KITCHEN MANAGEMENT

Module I. Safe and clean work-site- Appropriate legislations- Different levels of government legal systems on food health- inspection and areas of control- FSSAI- Its function and importance. Food borne illnesses and non-food contaminants- Causes, symptoms-control and methods of transmission- Bacterial family's involved in food-borne illnesses - Discuss transmission, control measures and major food habitats.

Module II. 4. Personal hygiene- importance- Personal sanitary habits- Personal sanitary practices- its importance in transportation, purchasing, receiving, storing, preparing, holding and reheating of foods (including required temperatures). Methods of safe transporting purchasing, receiving, storing, preparing, holding and reheating of foods with special emphasis on temperature control.

Module III Purchasing -approved sources- Purchase specifications- Standards: meat, fish, poultry, and produce, dairy. Purchasing, receiving, storage, issuing, taking, monitoring and controlling inventory- Purchase ethics. Personal sanitation habits for food service workers- principles of hazard analysis -critical control point-system (HACCP). Importance of emergency and planning procedures (cause and response)-Fire Accident Evacuation.

Module IV. Recipe portfolio/reference manual - Professional development opportunities in the hospitality industry- Knowledge of basic human resource concepts- Job description- performance review - evaluation process- Role of discipline- Principles of group dynamics- team work and team building.

Module V. Perform basic numeric operations- Change common fractions to higher or lower terms- Calculate lowest common denominator - Perform addition, subtraction, multiplication- division using all forms of common fractions- Calculate decimal fractions to common fractions and perform addition, subtraction, multiplication, division functions (rounding to the nearest cent)- Change percentages to common fractions or decimal fractions. Relationship of Fahrenheit to Celsius temperatures as applied to recipes- Standards of measurement: metric, imperial, American. The principles of conversion- Principles and concepts of cost controls, yield factors, recipe pre-cost and pricing.

BHC 6B11 BANQUETS AND BUFFETS

Module	Topic	Content
1	Introduction to function catering	1.Introduction to function catering 2.Banquets 3.Types of functions 4.Function staff 5.Staff requirement calculation
2	Function Menu and equipment	1.Function Menus 2.Banquet menu planning 3.Wine list 4.Food Service equipment 5.Other function equipment
3	Table set-ups and service methods	1.Table plans 2.Spacing 3.Table set-ups 4.Service during formal functions 5.Service during informal functions
4	Function Booking and organization	1.Booking a function 2.Organizing a function 3.Briefing 4.Procedure for toasts at formal function 5.Procedure for toasts at formal wedding
5	Outdoor catering & Buffet	1.Introduction to outdoor catering 2.Staff requirement 3.Calculating tables & equipments required 4.Introduction to Buffet

		5.Types of buffet, buffet settings
--	--	------------------------------------

Reference Book

Sl.No	Book Name	Author
1	Food and Beverage Service	R. Singaravelavan-Oxford university press
2	Food & Beverage Service	Vijay Dhawan-Frank Bros & Co
3	Text book of Food and Beverage Management	Sudhir Andrews-The McGraw-Hill companies

BSH/C 6B12FOOD AND BEVERAGE MANAGEMENT

Module	Topic	Content
1	Cost & Sales Dynamics	Cost & Cost Accounting - Elements of Cost - Classification of Cost - Sales Concept - Uses of Sales Concept
2	Inventory Control	Importance, Objectives, Methods, Levels and Techniques. Perpetual Inventory - Monthly Inventory. Pricing of Commodities - Comparison of Physical and Perpetual Inventory
3	Food & Beverage Control Purchasing & Budgetary control	Receiving- Storing- Issuing- Sales Control Production Control- Standard Recipe - Standard Portion Size - Bar Frauds - Books maintained- Beverage Control - Sales Control - Procedure of Cash Control- Machine System- ECR- NCR- POS – Reports - Budgetary Control-Budget, Budgetary Control, Objectives, Frame Work, Key Factors, Types of Budget
4	Standard Costing, Variance Analysis & Breakeven	Standard Cost- Standard Costing. Cost Variances- Material Variances- Overhead Variances - Labour Variance - Fixed Overhead Variance- Breakeven Analysis- Breakeven Chart - P V Ratio – Contribution- Marginal Cost
5	Menu Merchandising	Menu Control- Menu Structure – Planning. Pricing of Menu - Types of Menu. Menu as a Marketing tool – Layout - Constraints of Menu Planning

REFERENCE BOOKS

Cost Accounting: S.P.JAIN, K.L.NARANG

Food and Beverage Management: BERNAD DAVIS, ANDREW LOCKWOOD, SALLY STONE

COMPLIMENTARY COURSES

BSH/C 1C01 SALES AND MARKETING

Module I

Marketing – basic concepts – needs, wants, demand, exchange, transaction, value and satisfaction in hospitality industry – marketing process – marketing philosophies – Products and Services, Application of different marketing concepts in hotel/ service industry.

Module II

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.

Module III

Product – defining the hospitality products – difference between good and services product – levels of product – generic, expected, augmented, potential tangible and intangible products – Product life Cycle - product mix in hospitality business.

Module IV

Marketing environment – a basis for needs and trend analysis and marketing effectiveness – SWOT analysis for hospitality industry of Micro and Macro environment. Pricing and Pricing Strategies - Advertisement and Promotion.

Module V

Branding – basic concepts – brand equity – branding of hotels. Pricing of hospitality – concepts and methodology. Organisational customer- Types. Methods & Steps. Principles and practice of hospitality selling – Selling process – AIDA model. Latest trends in Hospitality Marketing

REFERENCE BOOKS

Marketing and sales strategies for hotels and travel trade – JAGMOHAN NEGI
Marketing for hospitality and tourism – PHILIP KOTLER, JOHN BOWEN AND JAMES MAKEN
Tourism marketing – S.M. JHA
Tourism marketing and communication – ROMILA CHAWLA
Marketing in travel and tourism – VICTOR T.C MIDDLETON
Principles of Marketing – PHILIP KOTLER & ABRAHAM KOSHI.
Principles of Marketing – NAMATHA KUMARI.
Fundamentals of Marketing – TAPAN PANDEY, BUCKLEY R AND CAPLE, JIM,

BSH/C 1C02 TRAVEL AND TOURISM

Module I. Introduction to travel and tourism – meaning – nature – definitions –Tourism, Tourist, Visitor, Excursionist -purpose of travel- travellers and visitors-the industry definitions followed in India-international tourism-domestic tourism-in bound tourism -out bound tourism-mass tourism -basic components of tourism- elements of tourism-future of tourism- Characteristics of Tourism. History of travel and tourism – Role of Transportation in Tourism– Air, Rail, Road, Sea-Cruises-

Module II. Tourism planning and development-Tourism Policy formation-Types of tourism Planning- Steps o tourism Planning-Role of international organizations Planning-Tourism Policy of India- Tourism in Kerala and its policy- Participation of Public and private sector in Planning Economics of Tourism- Travel motivations- Job opportunities and employment generation- Govt. Revenue and foreign currency exchange- Economic growth based on tourists statistics- Economic benefit of tourism

Module III. Organizations in tourism – World Tourism Organization (WTO), International Air Transport Association (IATA), International Civil Aviation Organization (ICAO), Pacific Area Travel Association (PATA), India Convention Promotion Bureau (ICPB), Federation of Hotel and Restaurant Association of India (FHRAI), Travel Agent Association of India (TAAI),Universal Federation of Travel Agents Association (UFTAA).

Module IV. Travel Agency-concept, -role-functions-types of Travel agencies, Department of Travel agencies, Major activities-Income sources of travel agencies-Tour Operation-Meaning-definition-functions-types of tour operation overseas, domestic, specialist-main types of tour packages-Independent, escorted, guided- FIT, GIT, inbound, outbound.- Travel formalities, types of passport, types of VISA, health related documents.

Module V- Tourism Products - meaning-definition–Types-India’s rich heritage- architectural heritage, forts, palaces, monuments-World heritage sites-Museums and Art Galleries- handicrafts- Culture and tradition-folklore, cuisine, costume, religions (Jainism, Islam, Hinduism, Christianity, Sikhism) Dance (Classical) and Music (instruments) - Fairs and festivals in India- Natural Products of India- Mountains, hill stations ,caves, Forests, Deserts, Waterfalls, Beaches, Backwaters, islands, farms and plantations - Wildlife resources of India – national parks and wildlife sanctuaries in India – bio reserve centres

Reference

1. Pran Seth: Successful tourism Management (Vol. 1 & 2)
2. A.K Bhatia: International Tourism
3. A.K Bhatia: Tourism Management & Marketing.
4. Christopher.J. Hollway; Longman ; The Business of Tourism

5. Cooper, Fletcher et al, (1993), Tourism Principles and Practices, Pitman.
6. P.N. Seth: Successful Tourism Development Vol. 1 and 2, Sterling Publishers
7. Page, S: Tourism Management: Routledge, London
8. Glenn. F. Ross - The Psychology of Tourism (1998), Hospitality Press, Victoria, Australia

BSH/C 2C03 EVENT MANAGEMENT

MODULE 1:- Events-Event management – definition – Broad classification of Events (types).
Event planning, Five C's of event management -Conceptualization, Costing, Canvassing,
Customization, Carrying out- Role of events in promotion of tourism.

MODULE 2:- MICE – Meeting – Incentives – Conference – Convention – Exhibition –Trade shows
and fairs, Leisure Events, Sports Events – organizers – sponsorship – event management as a
profession-

MODULE 3:- Event Planning and organizing – Problem Solving and Crisis Management –
Leadership and Participants Management – Managing People and Time – Site and
Infrastructure Management.

MODULE 4:-

Event Marketing – Customer care – Marketing equipment and tools – Promotion, Media
Relations and Publicity - Event Co-ordination - Visual and Electronic Communication– Event
Presentation – Event Evaluation – Case Studies of events.

MODULE 5:- Travel Industry Fairs – Benefits of Fairs - ITB, WTM, BTF, TTW, FITUR, KTM, IITM,
CII-Events, PATA Travel Mart- India Convention Promotion Bureau (ICPB).

REFERENCE BOOKS.

Event marketing and management – sanjayasingh gaur,
Event management and event tourism – gelz,
Hospitality marketing and management – j.m.mathews
Event and entertainment marketing, Avrichbarry (1994), vikas, Delhi.
Event management, Bhatia a.k. (2001), sterling publishers, New delhi.
Event management in leisure and tourism, David c. Watt (1998), Pearson, uk.
Event planning 2nd edn. By Allen, Judy, 1952- the ultimate guide to successful meetings,
corporate events, fund-raising galas, conferences, conventions, incentives and other special
events / Judy Allen. ISBN 978-0-470-15574-

BSH/C 2C04 MANAGEMENT PRINCIPLES AND PRACTICES.

Module I

Nature and Scope of Management: Evolution of Management - Schools of management thought - F.W.Taylor and Henry Fayol - Principles of Management - Management as a science and an art - Management process.

Module II

Functions of Management: Planning: Types of plan - Planning process – Organizing: Span of control - Line and staff functions - Centralization and decentralization – Delegation - Staffing: Manpower planning: Recruitment - Selection and placement. Directing. Principles of direction – Co-ordinating and controlling.

Module III

Manager Vs Leader: Leadership and motivation: leadership styles -Theories of motivation- MBO - Management of performance - Team Management
Characteristics of work group - Work group behaviour and productivity - Team creation and management.

Module IV

Communication in Management- Importance, SMMR model, Communication & Information, Communication Process, barriers to Communication, Types of Communication, verbal &Non verbal communication. Conflict resolution.

Module V

Ethics &Management : Relevance of values in management – Holistic approach for managers in decision making - Ethical Management: Role of organisational culture in ethics -structure of ethics management - Ethics Committee.

REFERENCE BOOKS

Essential of Management – Harold Koontz &HeinszWeirich
Management – H. Koontz &Cyrill O'Donnell.
Management Theory – Jungle, H. Koontz.
Principles of Management – Peter F. Drucker.
Management Concepts – V.S.P. Rao, Konark Publishers
Principles & Practice of Management – L.M. Prasad, S. Chand.
Organization & Management – R. D. Agarwal, Tata McGraw Hill.
Modern Business Administration – R.C., Pitman.
Human Resource Management – Railey M., Butterworth Heinemann

BSH/C 3C05 NUTRITION HYGIENE AND SANITATION

Module 1:

Definition of the terms Health, Nutrition and Nutrients. Importance of Food – (Physiological, Psychological and Social function of food). NUTRIENTS: Classification of nutrients.

CARBOHYDRATES: Definition, Classification (mono, di and polysaccharides), Dietary Sources, Functions, Significance of dietary fiber (Prevention/treatment of diseases). LIPIDS: Definition, Classification : Saturated and unsaturated fats, Dietary Sources, Functions, Significance of Fatty acids (PUFAs, MUFAs, SFAs, EFA), Cholesterol – Dietary sources and the Concept of dietary and blood cholesterol.

Module 2:

PROTEINS: Definition, Classification based upon amino acid composition, Dietary sources, Functions Methods of improving quality of protein in food (special emphasis on Soya proteins and whey proteins). VITAMINS: Definition and Classification (water and fats soluble vitamins), Food Sources, function and significance of: Fat soluble vitamins (Vitamin A, D, E, K), Water soluble vitamins (Vitamin C, Thiamine, Riboflavin, Niacin, Cyanocobalamin Folic acid. MINERALS: Definition and Classification (major and minor), Food Sources, functions and significance of : Calcium, Iron, Sodium, Iodine & Fluorine. Effects of heat on starch, milk, meat, vegetables, role of fat in cooking, types of fat, spoilage of fat

Module 3:

BALANCED DIET: Definition, Importance of balanced diet. RDA for various nutrients – age, gender, physiological state. MENU PLANNING: Planning of nutritionally balanced meals based upon the three food group system, Factors affecting meal planning, Critical evaluation of few meals served at the Institutes/Hotels based on the principle of meal planning. Calculation of nutritive value of dishes/meals.

Module 4: Food additives, Food adulteration, Food standards, Role of microorganisms in manufacturing bread, cheese, beverages etc. Egg white foams. MICRO-ORGANISMS IN FOOD: General characteristics of Micro-Organisms based on their occurrence and structure. Factors affecting their growth in food (intrinsic and extrinsic) Common food borne micro-organisms: Bacteria (spores/capsules), Fungi, Viruses, Parasites

Module 5:

FOOD SPOILAGE & FOOD PRESERVATION: Types & Causes of spoilage, Sources of contamination, Basic principles of food preservation, Methods of preservation (High Temperature, Low Temperature, Drying, Preservatives & Irradiation). HYGIENE AND SANITATION IN FOOD SECTOR General Principles of Food Hygiene, GHP for commodities, equipment, work area and personnel Cleaning and disinfection (Methods and agents commonly used in the hospitality industry) HACCP (Basic Principle and implementation)

REFERENCE BOOKS

1) Food Science: B Srilakshmi

- 2) Food Science and Nutrition: Malathi
- 3) Nutrition Science: B Srilakshmi
- 4) Food and Nutrition: P K Jas.

BSH/C3C06 FACILITY PLANNING

Module -I

HOTEL DESIGN: Hotel design considerations, Systematic Layout Planning, Rules for allocation of space in a hotel.

Module-II

HOTEL CLASSIFICATION: Types of hotel, Guidelines for Approval of Hotel Projects and its classification, Classification of hotels including Heritage and Apartment Hotels

Module -III

KITCHEN and RESTAURANT DESIGN: Designing and planning restaurant, Bar design, Physical layout of kitchen, Kitchen configuration and environmental conditions

Module-IV

PROJECT MANAGEMENT: Basic rules and procedure for network analysis, CPM & PERT, Comparison of CPM & PERT

Module V

ENERGY CONSERVATION PROGRAMME IN HOTEL INDUSTRY: Energy conservation, Conservation of energy in different hotel areas, Energy Audit

REFERENCE BOOKS :

- Systematic layout planning-Richard MutherCahners
- Hotels and resort planning by Fred Lawson
- Food service planning-layout and equipment-Lendall H Kotschevar,Margret E Tarell
- Hotel facility planning-Tarun Bansal

BSH/C4C07 HOTEL LAWS

Module 1:

Indian Contract Act 1872 – Contract – Nature and Classification of Contracts – offer and acceptance – consideration – capacities of parties – free consent – coercion – undue influence misrepresentation- fraud – mistake – void agreements – discharge of contract – breach of contract and remedies- contingent contract - quasi contracts.

Module 2:

Special Contracts – Contract of Indemnity – meaning – nature – right of indemnity holder – and indemnifier – Contract of Guarantee- Meaning – nature - and features- surety and co-surety- rights and liabilities- discharge of surety from his liabilities.

Module 3:

Contract of Bailment And Pledge – rights and duties of bailer and bailee – pledger and pledge – pledge by non owner – Agency – duties and liabilities of agent and principal - termination of agency.

Module 4:

Sale of Goods Act, 1930 – Contract of sale of goods – Meaning – Essentials of contract of sale –Conditions and warranties- caveat emptor – sale by non owners – rules as to delivery of goods –auction sale - rights of unpaid seller.

Module 5:

Hotel laws-Shops & establishment act-Rights of Innkeeper & tenant, Various laws pertaining to hotel Industry-The Consumer Protection Act,1986 – Definition – consumer – complainant – goods – service –complaint – unfair trade practices – restrictive trade practices – rights and remedies for consumers -consumer protection council – consumer disputes redressal agencies.

Reference Books:

1. HOTEL LAWS- OXFORD PUBLICATIONS.
2. MERCANTILE LAW: M.C KUNHAL.
3. MERCANTILE LAW: GARY AND CHAWLA.
4. BUSINESS LAW : TULSIAN.
5. BUSINESS LAW: GARY AND CHAWLA.

BSH/C4C08 HUMAN RESOURCE MANAGEMENT

Module	Topic	Content
1	Human Resource Planning	A. Micro B. Macro HRD applications in Hotel Industry Relevance of HRD in Hotel Industry
2	Personnel Office	A. Functions B. Operations Hotel Environments and Culture HRD Systems
3	Job Evaluations	A. Concepts B. Scope C. Limitations Job Analyses and Job Description Job Evaluation Methods Task Analyses Demand and Supply Forecasting Human Resource Information System Human Resource Audit Human Resource Accounting Practices

		Recruitment and Selection
4	Attracting and Retaining Talents	Strategic Interventions Induction and Placement Staff Training and Development Training Methods and Evaluation Motivation and Productivity Motivation and Job Enrichment Career Planning
5	Employee Counseling	Performance Monitoring and Appraisal Transfer, Promotion and Reward Policy Disciplinary Issues Employees' Grievance Handling Compensation and Salary Administration Employee Benefits and Welfare Schemes Labour Laws and Regulations Related to Hotel Industry Gender Sensitivities Emerging Trends and Perspectives Impacts of Mergers and Acquisitions on Human Resource Practices

Reference Books

1. Human Resource Management for Hospitality and Tourism Industries by Dennis Nickson, Paperback
2. Human Resources Management in the Hospitality Industry. David K. Hayes, Ph.D. and Jack D. Ninemeier, Ph.D
3. Human Resource Management in the Hospitality Industry A guide to best practice Ninth edition Michael J. Boella and Steven Goss-Turner
4. HRM in Hotel and Tourism Industry - Existing Trends and Practices Percy K. Singh, Jain Book agency
5. HRM in Hotel and Tourism Industry - Existing Trends and Practices O P Agarwal, Jain Book agency

OPEN COURSES

BSH/C 5D01 TOURISM AND HOSPITALITY MANAGEMENT

Module I: Introduction to travel and tourism:- Important phenomenon's helped the development of evolution of travel and tourism- the meaning of tourism-purpose of travel (motivations)-travellers and visitors-the industry-definitions followed in India-international tourism-basic components of tourism- elements of tourism-future of tourism

Module II: Development of means of transport: - Road transport-Sea/Water transport, Cruise industry-Rail transport-luxury trains of India-Air transport-India and international- Travel Documents.

Module III: Tourism Products:-Types (Natural, Manmade, Symbiotic) –Eco tourism, Adventure tourism- Sustainable tourism- Responsible tourism- Nature based tourism- Green tourism- Multi sport adventures- Cultural tourism- Health tourism- Rural tourism- Ethnic tourism - Spiritual tourism- Golf tourism- Space tourism- Pro poor tourism- Dark Tourism etc.- Important Tourist Destinations in India and Kerala

Module IV: Accommodation Industry- History-Types-Departments-Categorisation in India (Star)-Room types-Travel Agency-Types and Functions-Tour Operators-Types and Functions - Characteristics of tourism- Impacts of tourism (Economic, Environmental, Socio-cultural) - Reference Books

Reference Books

1. Pran Seth: Successful tourism Management (Vol. 1 & 2)
2. A.K Bhatia: International Tourism
3. A.K Bhatia: Tourism Management & Marketing.
4. Christopher.J. Hollway; Longman ; The Business of Tourism
5. Cooper, Fletcher et al, (1993), Tourism Principles and Practices, Pitman.
6. P.N. Seth: Successful Tourism Development Vol. 1 and 2, Sterling Publishers
7. Page, S: Tourism Management: Routledge, London
8. Glenn. F. Ross - The Psychology of Tourism (1998), Hospitality Press, Victoria, Australia.

BSH/C 5D02 BASICS IN CULINARY

Module I: Cooking Principles: What is cooking?, Objectives of Cooking- The Basic Cooking Methods- Dry-Heat Cooking Methods- Moist-Heat Cooking Methods.

Module II: Knife Skills & Basic Knife Cuts:Knife Skills 101, The Anatomy of a Chef's Knife, How to Use A Chef's Knife, How To Chop an Onion, Basic Knife Cuts.

Module III: Food Safety: When Food Goes Bad- What is Cross- contamination?- Food Temperature Danger Zone - Chicken & Poultry Safety Tips- Ground Beef Safety Tips- Slow Cookers and Food Safety- Brown Bag Lunches and Food Safety- Cutting Boards and Food Safety - Food Temperature Danger Zone - Food Poisoning Symptoms - How to Wash Your Hands.

Module IV: Stocks & Sauces: Role of Stocks and sauces in cooking- The Mother Sauces- Stock Making Basics- Chicken Stock Recipe- Vegetable Stock Recipe - Chicken Velouté Sauce -

Suprême Sauce Recipe - Making Beef Stock - Espagnole: Basic Brown Sauce - Demi-Glace Recipe
 - Beurre Blanc Sauce - Béchamel Sauce Recipe - Hollandaise Sauce Recipe

BSH/C 5D03 INTRODUCTION TO BANQUETS AND BUFFETS

Module	Topic	Content
1	Introduction to function catering	1.Introduction to function catering 2.Banquets 3.Types of functions 4.Function staff 5.Staff requirement calculation
2	Function Menu and equipment	1.Function Menus 2.Banquet menu planning 3.Wine list 4.Food Service equipment 5.Other function equipment
3	Table set-ups and service methods	1.Table plans 2.Spacing 3.Table set-ups 4.Service during formal functions 5.Service during informal functions
4	Function Booking and organization	1.Booking a function 2.Organizing a function 3.Briefing 4.Procedure for toasts at formal function 5.Procedure for toasts at formal wedding
5	Outdoor catering & Buffet	1.Introduction to outdoor catering 2.Staff requirement 3.Calculating tables & equipments required 4.Introduction to Buffet 5.Types of buffet, buffet settings

Reference Book

Sl.No	Book Name	Author
1	Food and Beverage Service	R. Singaravelavan-Oxford university press
2	Food & Beverage Service	Vijay Dhawan-Frank Bros & Co
3	Text book of Food and Beverage Management	Sudhir Andrews-The McGraw-Hill companies