

UNIVERSITY OF MUMBAI



Syllabus for the F.Y.B.Sc.

Program: B.Sc.

Course : Hospitality Studies

(Credit Based Semester and Grading System with
effect from the academic year 2011–2012)

Objectives :

- a) To create young professionals with sound knowledge, practical skills and attitude for the hospitality industry.
- b) To give an adequate exposure to the Hospitality Industry.
- c) To prepare students to explore opportunities for careers in the Hospitality sector.
- d) To develop entrepreneurial skills.

Equipments

Plasma/LCD/LED Television, LCD/DLP/LED Projectors, Net book, Note Book, Tablet PC,
PC Necessary application software and operating systems.

BASIC TRAINING KITCHEN

Total area required	:	Desirable 1800 Sq.Ft.	Min.	1200 Sq.Ft.
No. of Kitchen	:	01		01
Area per student	:	60 Sq.Ft.		40 Sq.Ft.
No. of students per lab	:	30		30
No. of faculty per lab	:	01		01

Sl.No.	Name of the Item	Quantity
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Equipment per student :

1.	Work table 100x50x85 cm with overhead shelves with S.S. drawer 1 under shelf at 15 cm ground clearance	1 No.
2.	Cooking range 4 burners LP with oven and grill	1 No.
3.	Sink with DB	1 No.

Table Equipment – per table :

1.	Meat knife	}		}	
2.	Fillet knife	}	Chefs kit to be procured by student.	}	
3.	Paring knife	}		}	
4.	Scooper	}		}	1 No.
5.	Peeler	}		}	
6.	Grater	}		}	
7.	Small whisk	}		}	
8.	Beater	}		}	
7.	Round spoon (L)	}		}	2 Nos.
8.	Flat spoon	}		}	
9.	Slicer	}		}	

10.	Perforated round spoon (frying spoon)	}	
11.	Strainer S.S.	}	
12.	Rolling pin (wooden)	}	
13.	Chopping board (wooden)	}	
14.	Tongs	}	
15.	Palate knife (small)	}	1 No.
16.	Steak hammer	}	
17.	Wooden Spoon	}	
18.	Measuring jug (1/2 Ltr) Enamel	}	
19.	Egg Slicer	}	
20.	Piping bag/nozzle	}	
21.	Lime squeezer	}	
22.	Potato masher SS	}	

Pots and Pans per work table :

1.	Brass degchi with lid – 12” dia	}	
2.	Brass degchi with lid – 10” dia	}	
3.	Brass degchi with lid – 08” dia	}	
4.	S.S. degchi with copper bottom – 12”	}	1 No.
5.	S.S. degchi with copper bottom – 10”	}	
6.	S.S. degchi with copper bottom - 08”	}	
7.	Brass thali – 16” dia	}	
8.	Sauce pans 08” dia brass	}	2 Nos.
9.	Frying pans 10” dia MS	}	
10.	Saute pans 08” dia MS	}	
11.	Omelette pan 08” dia Copper	}	1 No.
12.	Braising pan with lid Copper	}	
13.	Thava with handle	}	
14.	Collander SS 08” base	}	
15.	Pie dish Aluminium	}	2 Nos.

Common Equipment :

1.	Traulson 1400 ltrs.	}	
2.	Large demonstration table (10x3 ft.)	}	1 No.
3.	Salamander	}	
4.	Convection oven (H.D)	}	
5.	Griddle	}	4 Nos.
6.	Hand blender	}	4 Nos.
7.	Weighing machine (Braun) 2 Kg.	}	1 No.
8.	Stock pot (20 Ltrs.) SS with handle	}	2 No.

9.	Soup laddle SS	6 Nos.
10.	Oven tray SS with collar	24 Nos.
11.	Baking trays GI	24 Nos.
12.	Butcher's block	4 Nos.
13.	Meat thermometer	1 No.
14.	Conical strainer SS	1 No.

QUANTITY FOOD KITCHEN

Total area required	:	Desirable 1200 Sq.Ft.	Min.	900 Sq.Ft.
Area per student	:	40 Sq.Ft.		30 Sq.Ft.
No.of students	:	30		30
Faculty required	:	01		01

Sl.No.	Name of the Item	Quantity
1.	High pressure/Low pressure burner cooking range (one with 4 LP Burners and one with 4 HP Burners)	}
2.	Deep fat fryer (2 comp.) (15 Ltrs.) Electric/Gas operated	}
3.	Bratt pan 80 Ltrs.	}
4.	Steamer (Combi)	}
5.	Bulk cooker 80 Ltrs. (Tilting type) Electric/Gas operated	} 1 No.
6.	Wet grinder 10 Ltrs.	}
7.	Potato peeler (heavy duty)	}
8.	Food Processor (with 6 attachments)	}
9.	Meat mincer (heavy duty)	}
10.	Griddle plate with Chappathi puffer	}
11.	Stock burners	2 Nos.
12.	Convection oven	1 No.
13.	Sink with drain board	4 Nos.
14.	Work table with shelves and lockable sliding door	4 Nos.
15.	Walk in cooler cum freezer 1400 Ltrs.	1 No.
16.	Insecticutter	3 Nos.
17.	High pressure jet spray	}
18.	Weighing machine 10 Kg.(Avery)	} 1 No.
19.	Tandoor (large) Gas	}
20.	Butchers block	3 Nos.
21.	Waste boiler	1 No.
22.	Busing trolley	1 No.
23.	Slotted angle racks	As required
24.	Pot wash area 3'x4' with hot & cold tap attachment	-do-
25.	Perforated spoon (wire mesh type)	4 Nos.
26.	Barbeque Sigri	1 No.
27.	Morter and Pestle	3 Nos.

28.	Potato masher	15 Nos.
29.	Egg slicer	15 Nos.
30.	Dosa Tawa	3 Nos.
31.	Idly Steamer	2 Nos.
32.	Gas Tandoor	
33.	Small Moulds (Assorted)	12 Nos.
34.	Lemon Squeezer	6 Nos.
35.	Non Stick Pan	6 Nos.
36.	Wooden Spatula	15 Nos.

Sl.No.	Name of the Item	Quantity
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LIGHT EQUIPMENT :

1.	Brass degchi 15" dia	8 Nos.
2.	Brass degchi 20" dia	}
3.	Aluminium degchi (thick bottom) 18" dia	}
4.	Aluminium degchi (thick bottom) 20" dia	}
5.	Aluminium degchi (thick bottom) 24" dia	}
6.	Aluminium degchi (thick bottom) 28" dia	3 Nos.
7.	Kadai 18" dia MS	4 Nos.
8.	Kadai 24" dia MS	3 Nos.
9.	Kadai 26" dia MS	4 Nos.
10.	Khurpi 24" length including handle MS	}
11.	Khurpi 42" length MS	}
12.	Laddles (small) Brass	}
13.	Laddles (medium) Brass	}
14.	Laddles (large) Brass	}
15.	Perforated spoons 5" dia MS	}
16.	Perforated spoons 7" dia MS	}
17.	Perforated spoons 9" dia MS	}
18.	Collander (large SS)	3 Nos.
19.	Collender (small SS)	3 Nos.
20.	SS Trays 20"x12"x4"	18 Nos.
21.	Stock pot (medium) Hindalium 14" dia	3 Nos.
22.	Stock pot (large) Hindalium 20" dia	3 Nos.
23.	Knives all purpose	24 Nos.
24.	Cleavers SS	6 Nos.
25.	Grater SS	12 Nos.
26.	Chopping Board wooden	10 Nos.
27.	SS Masala Containers	36 Nos.
28.	Tongs MS	4 Nos.
29.	Tandoor skewers MS	30 Nos.
30.	Baloon whisk SS	1 No.

31.	Meat thermometer		1 No.
32.	Sugar thermometer		3 Nos.
33.	Roasting tray MS large	}	
34.	Parats Brass 24" dia	}	2 Nos.
35.	Parats Brass 20" dia	}	
36.	Plastic storage trays (L)		10 Nos.
37.	Racks (slotted angle) SS		3 Nos.

A COMPREHENSIVE LIST OF STANDARDISED EQUIPMENT FOR FOOD PRODUCTION LABS

ADVANCE TRAINING KITCHEN - attached to a speciality restaurant functional

Overall size including cooking area :	Desirable 1800 Sq.Ft.	Min. 1200 Sq.Ft.
No. of Students :	60 (2 students per work table)	
Faculty required :	01	

Requirement per two students :

Sl.No.	Name of the Item	Quantity
1.	Work table 90x60x85 cm height, with one under shelf and lockable draw	1 No.
2.	Gas cooking range (with 3 LP and 1 HP Burner)	1 No.
3.	Table equipment	As per list
4.	Utensils	-do-
5.	Sink with DB	1 No.
6.	Common equipment	As per list

Table Equipment (each) :

1.	Meat knife	}	
2.	Fillet knife	}	
3.	Paring knife	}	
4.	Chinese Chopper	}	
5.	Scooper (parisienne)	}	1 No.
6.	Peeler	}	
7.	Beater	}	
8.	Grater	}	
9.	Small whisk	}	
10.	Round spoon		2 Nos.
11.	Flat spoon	}	
12.	Slicer	}	

13.	Perforated round spoon (frying spoon)	}	
14.	Strainer S.S.	}	
15.	Rolling pin (wooden)	}	
16.	Chopping board (wooden)	}	1 No.
17.	Tongs	}	
18.	Palate knife (small)	}	
19.	Steak hammer	}	
20.	Roasting fork	}	
21.	Wooden spoon	}	
22.	Measuring jug (½ Ltr.)	}	
23.	Conical strainer SS	}	
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24.	Egg slicer	}	
25.	Piping bag/nozzle	}	1 No.
26.	Lime squeezer	}	
27.	Potato masher SS	}	
28.	Tray (18"x12"x2")		24 Nos.
29.	Scissor		3 Nos.
30.	Mortar & Pestle (small)		3 Nos.
31.	Brush for basting		6 Nos.

Pots and Pans per work table :

1.	Brass degchi with lid – 12" dia	}	
2.	Brass degchi with lid – 10" dia	}	
3.	Brass degchi with lid – 08" dia	}	
4.	SS degchi with copper bottom – 12"	}	
5.	SS degchi with copper bottom – 10"	}	
6.	SS degchi with copper bottom – 08"	}	
7.	Brass thali – dia 16" and 12" base	}	
8.	Sauce pans Brass – 8" dia	}	1 No.
9.	Frying pans 08" dia MS	}	
10.	Saute pans 10" dia MS	}	
11.	Omelette pan 08" dia copper	}	
12.	Braising pan with lid copper	}	
13.	Thava with handle	}	
14.	Collander SS 08" base	}	
15.	Moulds (different types) Barquette, Tartlette, Flat Jelly, Muffin, Sacarin, Baba	}	
16.	Pie dish Aluminium		2 Nos.
17.	Small Karai		10 Nos.

Crockery and Cutlery :

1.	Large plate	}	
2.	Half plate	}	
3.	Side plate	}	
4.	Soup plate	}	
5.	Soup cup	}	
6.	Salad bowl	}	
7.	Salad dish	}	
8.	Katori SS	}	
9.	Glass bowl 2 Ltr.	}	As per requirement
10.	Dessert spoon	}	
11.	Tea spoon	}	
12.	Dessert fork	}	
13.	Large fork	}	
14.	Large spoon	}	

Common Equipment :

1.	Traulsen 1400 Ltrs.	}	
2.	Bratt pan 80 Ltrs.	}	
3.	Deep fat fryer – 2 copt (05 Ltrs. Each)	}	
4.	Pasta machine	}	
5.	Food processor	}	
6.	Potato peeler	}	1 No.
7.	Dough mixer	}	
8.	Large demonstration table	}	
9.	Salamander	}	
10.	Convection oven	}	
11.	Bone saw	}	
12.	Griddle	}	
13.	Asia kitchen machine	}	4 Nos.
14.	Hand blender	}	4 Nos.
15.	Weighing machine (Braun) Electronic	}	1 No.
16.	Colander	}	1 No.
17.	Stock pot (30 Ltrs.)	}	2 Nos.
18.	Stock pot (20 Ltrs.)	}	2 Nos.
19.	Soup laddles	}	6 Nos.
20.	Oven tray SS with collar	}	
21.	Baking trays GI	}	24 Nos.

22.	Eight slices toaster	}	
23.	Microwave oven	}	1 No.
24.	Combi steamer	}	1 No.
25.	Butcher's block	}	4 Nos.
26.	Vacumizer	}	
27.	Cook chill holder/Blast freezer	}	
28.	Tandoor Medium Gas	}	1 No.
29.	Barbeque GI with 8 seekhs	}	
30.	Meat thermometer	}	
31.	Insecticutor	}	3 Nos.
32.	Mixer cum Grinder	}	1 No.
33.	Inframatic Griller	}	1 No.
34.	Racks	}	6 Nos.
35.	Wooden Spatula	}	12 Nos.
36.	Casserole	}	12 Nos.
37.	Fish Poaching	}	3 Nos.

Party/Bulk Cooking area :

1.	Bulk cooking range 3x6 ft. with 3 HP T65 Burners	}	
2.	Chinese cooking range (3 burners)	}	
3.	Work table 8x5 ft. with shelves below	}	1 No.
4.	Sink with work table	}	
5.	Sink with DB	}	
6.	Stock pot burners	}	2 Nos.
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7.	Wet grinder with coconut scraper (5 Ltrs.)	}	
8.	Bratt pan (80 Ltrs.)	}	
9.	Deep fat fryer (2 compt. 10 ltrs. Each)	}	1 No.
10.	Rice cooker (80 Ltrs.)	}	
11.	Salamander	}	

Pantry : (Attached with Advance Training Restaurant)

1.	Ice cube machine	}	
2.	Refrigerated (S/w counter)	}	
3.	Coffee machine	}	
4.	Tea maker	}	
5.	Gas range (3 ft.x 3ft.) with 2 LP, 2 HP burners	}	
6.	Griddle plate / Dosa plate	}	
7.	Water boiler – Elec. (10 ltrs.)	}	1 No.
8.	Juice machine	}	
9.	Salamander	}	

- | | | | |
|-----|--|---|-----|
| 10. | Toaster | } | |
| 11. | Ice Cream freezer | } | |
| 12. | Water cooler | } | |
| 13. | Food Processor storage facility to be provided | } | |
| 14. | Cutlery Rack + Soil table | } | 1+1 |

Dispense Counter :

- | | | | |
|----|--|---|-------|
| 1. | Hot Case, Basin Marie Cold Counter | } | |
| | Overhead shelves with heating facility, tray slide | } | |
| 2. | Plate warmer and dispenser | } | 1 No. |

Wash up :

- | | | | |
|----|---|---|--------|
| 1. | Dish washer (170 plates/hour) 3 KW with rinser & steriliser | } | |
| 2. | Glass washer | } | 1 No. |
| 3. | Waste disposal machine | } | |
| 4. | Storage racks SS slotted angle | } | 2 Nos. |

BAKERY

Total area required	:	Desirable 1800 Sq.Ft.	Min.	1200 Sq.Ft.
Area per student	:	60 Sq.Ft.		40 Sq.Ft.
No.of students per lab	:	30 (2 per table)		24
No. of faculty	:	01		01
Main practical area	:	1000 Sq.Ft.		900 Sq.ft.
Area for common equipment:		440 Sq.Ft.		300 Sq.Ft.

Sl.No.	Name of the Item	Quantity
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Equipment required/student per table :

- | | | | |
|----|---|---|--------|
| 1. | Work table (wooden, box type with marble top) 3x3 ft. | } | |
| 2. | SS bowl (small) 8" dia | } | 1 No. |
| 3. | SS bowl (large) 12" dia | } | |
| 4. | SS Parats 18" dia | } | |
| 5. | SS Mug | } | 2 Nos. |
| 6. | Rolling pin wooden | } | |
| 7. | Egg beater | } | 1 No. |
| 8. | Wooden spoon | } | |

9.	Plastic scraper		2 Nos.
10.	Table spoon SS	}	
11.	Fork SS	}	
12.	Measuring Jug Enamel	}	
13.	SS Tea Spoon	}	
14.	Measuring spoon set	}	
15.	SS Sink with drain board	}	1 No.
16.	SS degchi with flat bottom 12" dia	}	
17.	Wire Whisk	}	
18.	Comb for decoration	}	
19.	SS strainer	}	
20.	SS sieve (full set)	}	
21.	Piping bag with nozzle		1 Set

Common equipment / lab :

HD Convection oven 3 decks	}	
Prooving cabinet	}	
Dough mixer	}	
Bread slicing machine with wrapper	}	1 No.
Refrigerated marble top pastry table	}	
Refrigerator 300 Ltrs.	}	
Cooking range 4 burners LP	}	
Cooling racks trolley		2 No.

Common equipment – Light :

1.	Baking trays large 22"x14" MS	}	
	Baking trays small 11"x6" MS	}	
2.	Bread tins (400 gms)	}	
3.	Cake tins round various size :	}	
	7" dia	}	
	9" dia	}	30 Nos.
	11" dia	}	
4.	Underlining tray	}	
5.	Cake tin Rectangular :	}	
	5"x5"	}	
	7"x7"	}	
	9"x9"		10 Nos.
	11"x11"		10 Nos.
	14½"x 14½"		10 Nos.
6.	Barquette mould 3" length		30 Nos.

7.	Small whisk SS		1 No.
8.	Tartlet mould Aluminium	}	
9.	Savarin mould Aluminium	}	
10.	Muffin trays Aluminium	}	30 Nos.
11.	Brioche mould Aluminium	}	
12.	Fancy mould assorted		10 Nos.
13.	Doughnut cutter SS		6 Nos.
14.	Vol-au-vent cutter		6 Nos.
15.	Quiche mould		30 Nos.
16.	Chocolate mould assorted		10 Nos.
17.	Egg Slicer	}	
18.	Lemon squeezer	}	
19.	Can opener Heavy duty	}	6 Nos.
20.	Small brass kadai 6" dia	}	
21.	Precision scale electronic		3 Nos.
22.	Round laddle SS		10 Nos.
23.	Grater	}	
24.	Saute pan (small) Brass	}	
25.	Saute pan (medium) Brass	}	6 Nos.
26.	SS Measuring jug	}	
27.	Knives all purpose		10 Nos.
28.	Croquenmouche cone		6 Nos.
29.	Large cast iron halwai kadai		2 Nos.
30.	Jellebi thawa		2 Nos.
31.	Large frying spoon		12 Nos.
32.	Long handled wooden		12 Nos.
33.	Large low level cooking stove		2 Nos.

CONFECTIONERY

Total space required	:	750 Sq.Ft.
Area for two students per table	:	25 Sq.Ft.
No. of students / lab	:	30 (02 per table)
Faculty required	:	01
No. of Tables steel top	:	15 Nos.

Sl.No.	Name of the Item	Quantity
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Equipment required per each table (2 students) :

SS bowl (small) 8" dia	}	
SS bowl (large) 12" dia	}	2 Nos.
SS Parats 16" dia	}	

SS Mug	}	
Rolling pin wooden		1 No.
Egg beater		1 No.
Plastic scraper		2 Nos.
SS measuring jug		1 No.
Table spoon SS		2 Nos.
Fork SS		2 Nos.
Measuring spoon set		1 No.
Wire whisk		1 No.
SS degchi with flat bottom 12" dia		2 Nos.
Piping bag with nozzle		1 Set
SS strainer	}	
SS seive	}	
Chopping board wooden	}	
Cake stand	}	1 No.
Parisienne scoop	}	
Lemon Groover	}	
Knife all purpose	}	
Palate knife	}	
Wooden spoon		2 Nos.
Jelly mould aluminium		2 Nos.
Mould Savarin Aluminium		2 Nos.
Easter egg moulds	}	
Lemon squeezer	}	
Tin opener Heavy duty	}	
Round laddle large SS	}	1 No.
Grater	}	
Wooden spatula	}	

Common Equipment :

Ice cream / sorbet machine		1 No.
Refrigerated counter		1 No.
Fat thermometer	}	
Sugar meter	}	2 Nos.
Saccharo meter	}	
Electric cream whipper	}	
Traulsen 1400 ltrs.	}	
Sugar pulveriser	}	
Mixie	}	
Cooking range with 4 burners (LP)	}	1 No.
Convection oven	}	
Proving chamber	}	
Cooling rack	}	
Dough mixer	}	

IARDER

Total space required : 1200 Sq.Ft.
Seating arrangement in theatre style : 30 students
Area per student : 40 Sq.ft. No.
of Instructor : 01

Sl.No.	Name of the Item	Quantity
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Common equipment :

1.	Walk in cooler and freezer (5000 Ltrs.)	1 No.
2.	Sinks with DB }	
3.	Thawing tub }	2 Nos.
4.	Work table }	
5.	Demonstration table }	
6.	Meat saw electric }	
7.	Electric blender }	
8.	Meat mincer/cutter }	1 No.
9.	Vegetable slicer }	
10.	Refrigerated salad counter dressing counter and bain marie }	
11.	Ice cube machine }	
12.	Food storage cabinet	2 Nos.
13.	Special equipment cabinet }	
14.	Ice Bain marie }	
15.	Steamer }	1 No.
16.	Gas range with overhead hoods 4 burner LP }	
17.	Overhead shelving	2 Nos.
18.	Egg slicer }	
19.	Pot washing sinc }	
20.	Force meat filler for sausages }	1 No.
21.	Carcass hanger }	
22.	Vacumiser }	
23.	Weighing scale electronic }	

Light equipment :

Boning knife	}	
French knife	}	
Fillet knife	}	1 No.
Paring knife	}	
Garnishing knife	}	
Carving knife	}	

Fruit knife	}	
Citrous fruit knife	}	
Sharpening grinds hollow, rol, flat, concave	}	
Butter curler	}	1 No.
Metal cutter	}	
Can and wine opener	}	
Aspic cutters	}	
Egg slicer	}	
Mandoline	}	2 Nos.
Mould – various shapes & sizes	}	
Parisienne scoops 4 sizes	}	
Piping bag with nozzle	}	1 No.
Patty pan	}	
Pastry brush	}	
Spatula SS	}	2 Nos.
Tweezer	}	
Peeler	}	
Grater SS	}	
Vegetable scorer	}	
Ice pick	}	
Ice crusher	}	
Concentric circle cutter	}	
Chinese flower cutter	}	1 No.
Chinese cleaver	}	
Chinese sculpting tools	}	
Bamboo skewers	}	
Grape scissors	}	
Scissors	}	
Needle nose plier	}	
Pate mould aluminium	}	
Terrine mould aluminium	}	
Food mirror (various sizes)	}	10 Nos.
Rolling pin wooden	}	
SS degchi 12" dia	}	1 No.
SS degchi 10" dia	}	
Fish poacher	}	2 Nos.

DEMONSTRATION KITCHEN

Total space required	:	750 Sq.Ft.
No. of students	:	50 students
Area per student	:	15 Sq.ft.
No. of Instructor	:	01

Sl.No.	Name of the Item	Quantity
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Equipment :

Heinged Mirror

Demonstration working table

}

Two sinks with drain board

}

Cooking range 4 burner with oven

}

Salamander

}

Basin – marie with hot case

}

1 No. each

Refrigerator

}

Racks/micro wave oven

}

Geyzer

}

Griddle plate

}

Deep fet frayer (electric)

}

Tools :

1. Degchis assorted - 8", 12", 14"

}

2. Karai (Big & Small)

}

3. Sauce pan

}

4. Frying pan

}

5. Non sticking pan

}

6. Thalís (steel)

}

7. Trays (steel)

}

8. Rolling pan

}

9. Fish slicer

}

10. Flat spoon

}

As per requirement

11. Conical strainer SS

}

12. Round spoon

}

13. Peeler

}

14. Knives (set)

}

15. Grater

}

16. Potato mesher

}

17. Wooden spoons

}

18. Roasting fork

}

19. Carving knife

}

20. Carving fork

}

21. White chopping board

}

As per requirement

22. Soup strainer (mesh wire)

}

23. Mugs SS

}

Presentation equipment and tools :

Display mirrors

}

Platters

}

Entree dishes

}

As per requirement

Dessert salvan }
 Porcelain, glass and wooden bowls, assorted }

COMPREHENSIVE LIST OF STANDARD EQUIPMENT FOR GENERAL STORES

OVERALL SIZE : 1000 Sq.Ft.

Sl.No.	Name of the Item	Quantity
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Furniture :

Steel cup board	1 No.
Filing cabinet 4 drawer	1 No.
Store keeper table	2 Nos.
Chair	2Nos.
Issue counter with under shelves	1 No.
File rack	1 No.
Slotted angle racks	5 Nos.
wooden pallete	11 Nos.
Computer table }	
Printer table }	1 No.
Receiving platform }	
Aluminium platform }	

Equipment :

1. Platforms scale 300 Kg. }	
2. Weighing scale 10 kg. }	1 No.
3. Electronic scale }	
4. Storage bins	20 Nos.
5. Onion potato storage bin	1 No.
6. Plastic containers	As per requirement
71. Aluminium ladder with 4 step }	
82. Wooden Dock }	
Storage Equipment :	1 No.
10. Trolley light weight }	

walk in deep freezer 5000 Ltrs.
 in cooler 7000 Ltrs.
 Aluminium trays for storage of meat in freezer
 Plastic crates
 Ladder (metal)

1 No. Walk
 1 No.
 As per requirement
 -do-
 -do-

EQUIPMENT LIST

Department : F & B Service

(The list is exhaustive to ensure that no equipment is left out. The essentiality and number of equipment may be reviewed later).

The Committee feels that every Institute should have a minimum of 2 F&B Service labs – one may be used as Basic Training Restaurant with extensive use for training the basics of F&B Service, with standard equipment and totally functional in nature and the other may be used as Advanced Training Restaurant where actual food service takes place and if viable may be used for commercial activity such as OPC's, Speciality Restaurant etc.

BASIC TRAINING RESTAURANT :

Overall Size : Max. 1440 Sq.Ft. + 480 Sq.Ft. for pantry.
 Min. 1440 Sq.Ft. + 400 Sq.Ft. for pantry.

(The restaurant is proposed to have a 60 covers having 15 tables. The restaurant should have partitioning facility)

No. of Students : 30
 Faculty required : 01

Sl.No.	Name of the Item	Quantity
--------	------------------	----------

FURNITURE :

- | | | |
|----|------------------------------------|------------|
| 1. | Table (wooden 3"x3"x2½" H) | 15 Nos. |
| | Instructor's Table | 1 No. |
| 2. | Chairs (dining) wooden upholstered | 60+5 extra |
| 3. | Side Boards 4'x1.5'x48 H | 8 Nos. |
| 4. | White Boards 5'x3' | 1 No. |

LINEN :

Table cloth	}	
Baize cloth	}	
Napkins	}	As per Requirement
Runners for sideboard (optional)	}	

Sl.No.	Name of the Item	Quantity
--------	------------------	----------

CUTLERY (STAINLESS STEEL) :

Small knife	}	
Large knife	}	
Large fork	}	
Large spoons	}	
Dessert spoons	}	
Dessert fork	}	
Fish knife	}	
Fish fork	}	
Soup spoons	}	
Butter knife	}	As per requirement
Tea spoons	}	
Coffee spoons	}	
Ice cream spoons	}	
Fruit knife	}	
Fruit fork	}	
Pastry fork	}	
Steak knives	}	
Jam spoon	}	
Service spoon	}	
Service fork	}	

CROCKERY :

1.	Large plates (full plates) 10"	}	
2.	Half plates 9"	}	
3.	B&B plates	}	
4.	Soup cups with saucers	}	
5.	Show plate (can be 11" submitted with EPNS)	}	
6.	Cereal bowl 5" dia	}	As per requirement
7.	Breakfast cups/saucers 8 floz	}	

8.	Tea cups/saucers 6 floz	}
9.	Demitasse/saucers 3 floz	}
10.	Consomme cups/saucers 8 floz	}
11.	Egg cups	}
12.	Ash trays	}
13.	Budvases	}
14.	Cruet sets	}

Sl.No.	Name of the Item	Quantity
--------	------------------	----------

HOLLOW WARE 7 FLATWARE (Stainless Steel) :

1.	Wager jugs		18 Nos.
2.	Tea pot (2 portions)		09 Nos.
3.	Tea pot (4 portions)		09 Nos.
4.	Milk pot		18 Nos.
5.	Hot water jugs		18 Nos.
6.	Coffee pots (2 portions)		03 Nos.
7.	Coffee pots (4 portions)		03 Nos.
8.	Creamer		06 Nos.
9.	Sugar bowls		18 Nos.
10.	Butter dishes		18 Nos.
11.	Ice creams cups		72 Nos.
12.	Finger bowls		72 Nos.
13.	Menu stands	}	
14.	Sauce boats with ladles	}	(12 small & 6 large)
15.	Tea strainer/slop basin	}	
16.	Ash trays	}	
17.	Straw holder	}	
18.	Toothpick holder	}	
19.	Candle holder	}	18 Nos.
20.	Entrée dishes single compt. (2 portions)	}	
21.	Entrée dishes single compt. (2 portions)	}	
22.	Entrée dishes single compt. (2 portions)	}	
23.	Entrée dishes double compt. (4 portions)	}	
24.	Platter 2 portions (oval)	}	
25.	Platter 4 portions (oval)	}	
26.	Platter small (round)	}	
27.	Platter medium (round)	}	12 Nos.
28.	Restaurant trays (small)	}	
29.	Restaurant trays (medium)	}	
30.	Sugar tongs		18 Nos.
31.	Ice bucket		08 Nos.
32.	Ice tongs		08 Nos.
33.	Toast racks		12 Nos.

34.	Chill cups with stands	}	
35.	Restaurant salvers	}	18 Nos.
36.	Mustard spoons	}	
37.	Food covers		36 Nos.

Sl.No.	Name of the Item	Quantity
--------	------------------	----------

GLASSWARE :

1.	Water tumbler (high ball)	}	
2.	Water goblets	}	
3.	Juice glasses / pony tumblers	}	
4.	Tom collins	}	
5.	Jam & mustard pots / chutney bowls	}	As pre requirement
6.	Glass bowls	}	
7.	Beer goblets	}	
8.	Draught beer glass	}	
9.	White wine glass	}	
10.	Red wine glass	}	
11.	Parisian goblets	}	
12.	Claret glass	}	
13.	Sherry elgin	}	
14.	Sherry copita	}	
15.	Port wine glass	}	12 Nos.
16.	Hock glasses	}	
17.	Moselle glass	}	
18.	Champagne tulip	}	
19.	Champagne flute	}	
20.	Champagne saucer		24 Nos.
21.	Cocktail glass	}	
22.	Brandy balloon	}	
23.	Liqueur glass (straight)	}	
24.	Liqueur glass (standard)	}	12 Nos.
25.	Old fashioned	}	
26.	On the rocks glass	}	
27.	Roly poly	}	
28.	Parfait glass	}	
29.	Decanter		3 Nos.
30.	Coffee caraffee		6 Nos.
31.	Martini glass		12 Nos.
32.	Sour glass		6 Nos.

SPECIAL EQUIPMENTS :

1.	Soup tureens (single portion)	2 Nos.
2.	Horsd'oeuvre tray	2 Nos.
3.	Wine bucket stand	6 Nos.
4.	Pastry tongs	6 Nos.
5.	Nut cracker	2 Nos.
6.	Gateaux slicer	6 Nos.
7.	Pepper mill	6 Nos.

8.	Nutmeg grater	2 Nos.
9.	Cigar cutter	2 Nos.
10.	Cocktail shaker	4 Nos.
11.	Hawthorne strainer	2 Nos.
12.	Bar spoon	2 Nos.
13.	Ice picks	2 Nos.
14.	Peg measure	2 Nos.
15.	Optic measure	2 Nos.
16.	Check-flow pourer	2 Nos.
17.	Push up measure pourer	2 Nos.
18.	Ice cream scoop	6 Nos.
19.	Bottle stand	2 Nos.
20.	Wine rack	1 No.
21.	Hydrometer	1 No.
22.	Avocado dish	6 Nos.
23.	Asparagus plate	6 Nos.
24.	Asparagus tongs	2 Nos.
25.	Egg dish (round ear)	}
26.	Fish dish (oval eared)	}
27.	Oyster dish/plate	}
28.	Oyster fork	}
29.	Snail dish	}
30.	Snail fork	}
31.	Snail tong	}
32.	Parfait spoon	}
33.	Salad dish	}
34.	Cheese knife	}
35.	Grape fruit knife	}
36.	Grape fruit spoon	}
37.	Lobster cracker	}
38.	Lobster pick	}
39.	Corn on the cob holder	6 Nos.
40.	Grape scissors	2 Nos.
41.	Caviar knife	2 Nos.
42.	Fondue fork/dish	6 Nos.
43.	Carving set	2 Nos.
44.	Cheese board	2 Nos.

45.	Skewers (stainless steel with wooden handle)	12 Nos.
46.	Oil & vinegar cruet	6 Nos.
47.	Sugar dredger EPNS	2 Nos.
48.	Rechaud battery	1 No.
49.	Fruit basket	6 Nos.
50.	Gateaux stand	2 Nos.
51.	Chopping board	6 Nos.

Sl.No.	Name of the Item	Quantity
52.	Table numbers	18 Nos.
53.	Waiters friend SS	36 Nos.
54.	Angels's wings	6 Nos.
55.	Crown cap opener	36 Nos.
56.	Can opener	6 Nos.
57.	Wine craddle	34 Nos.
58.	Ice shaver	2 Nos.
59.	Broken cork extractor	2 Nos.
60.	Corking machine	1 No.
61.	Citrus squeezer SS	6 Nos.
62.	Funnel SS	2 Nos.
63.	Bar mixing glass SS	2 Nos.
64.	Swizzle stick	24 Nos.
65.	Muddler	2 Nos.
66.	Cocktail sticks	24 Nos.

A COMPREHENSIVE STATEMENT FOR ADVANCE TRAINING RESTAURANT

Overall size : Desirable : 1800 + 200 Sq.Ft. for Bar + 540 Sq.Ft. for Pantry.

Minimum : 1640 Sq.Ft.

(Cumulative speciality type restaurant having partitioning facility desirable double partition)

No. of Covers : 60

No. of Students : 30

Faculty required : 01

the Item	Quantity	SI.No.	Name of
----- FURNITURE :			
1. Table wooden a) Square – 4 seater		15	tables with 4 covers
	Square – 2 seater		or
	Rectangular 4/6 seater	20	tables with 3 covers
	Round – 6 seater		
	(selection to based on décor & lay out)		
Dining Chair wooden upholstered (as per décor)		60	Nos.
Side boards 4' x1.5' x4'		4 to 5	Nos.
		(depending on Décor & Lay out)	
White boards on stand		01	No.
Hostess desk		01	No.
Podium/lectern		01	No.
Folding buffet tables 6x2½		05	Nos.
Banquet chairs (stackable)		100	Nos.

LINEN :

1. Baize cloth 137x137 cm	}	
2. Table cloth 183x183 cm	}	
3. Curtains	}	
4. Napkins 46-50 cm	}	As per requirement
5. Slip cloth 1mx1m	}	
6. Buffet runner 2 mts.x 4mts.	}	
7. Buffet frills/skirtings	}	

CUTLERY (EPNS-DESIGNED) (OPTIONAL) :

1. Small knife/fork	}
2. Large knife	}
3. Fish knife/fork	}
4. Large fork	}
5. Service spoon/fork	}
6. Dessert spoon	}
7. Dessert fork	}
8. Soup spoons	}
9. Small fork	}
10. Butter knife	}
11. Tea spoons	}

As per requirement

CROCKERY (DESIGNED AS PER DÉCOR) :

1. Large plate (full plates) 10" }
2. Half plate 9" }
3. Quarter plate 7" }
4. Soup cups with saucer }
5. Show plates }
6. Tea cups/saucers }
7. Demitasse/saucers }
8. Ash trays }
9. Budvases }
10. Cruet sets }
11. Chutney bowls }
12. Salad dishes }

As per requirement

HOLLOWWARE & FLATWARE (EPNS) :

1. Water jugs 15 Nos.
2. Tea pot (2 portions) }
3. Tea pot (4 portions) }
4. Milk pot (2 portions) 5 Nos.
5. Milk pot (4 portions) }

6.	Coffee pot (2 portions)	}	
7.	Coffee pot (4 portions)		5 Nos.
8.	Creamer		10 Nos.
9.	Sugar bowls with tongs		18 Nos.
10.	Butter dishes		18 Nos.
11.	Ice cream cups		72 Nos.
12.	Finger bowls		72 Nos.
13.	Menu stand		18 Nos.
14.	Tent card holder		18 Nos.
15.	Table numbers (brass)		18 Nos.
16.	Sauce boat with ladles (small)		18 Nos.
17.	-do- (large)		12 Nos.
18.	Tea strainer slop basin	}	
19.	Candle holder	}	
20.	Ash trays	}	
21.	Straw holder	}	18 Nos.
22.	Toothpick holder	}	
23.	Entrée dishes with lid (2 portions) single compartment	}	
24.	Entrée dishes with lid (4 portions) -do-	}	
25.	Entrée dishes with lid (6 portions) -do-		12 Nos.
26.	Entrée dishes with lid (4 portions) double compartment		12 Nos.
27.	Platter oval (2 portions)	}	
28.	Platter oval (4 portions)	}	
29.	Platter oval (6 portions)	}	18 Nos.
30.	Platter round (small)	}	
31.	Platter round (medium)	}	
32.	Ice bucket with tongs	}	
33.	Chill cups	}	
34.	Finger bowls	}	24 Nos.
35.	Supreme bowls with inserts	}	
36.	Napkin rings	}	

GLASSWARE :

1.	High Ball	}	
2.	Water Goblets	}	
3.	Pony tumbler	}	120 Nos.
4.	Glass bowls	}	
5.	Decanter		18 Nos.
6.	Coffee caraffe		18 Nos.
7.	Fancy glasses		As per requirement
8.	Parfait glass		72 Nos.

COMMON EQUIPMENT :

- | | | |
|----|--------------------------------|--------|
| 1. | Soup dispenser different sizes | 3 Nos. |
| 2. | Coffee making machine (cona) | 4 Nos. |
| 3. | Flambe trolley | 2 Nos. |
| 4. | Flambe pan (oval & round) | 6 Nos. |
| 5. | Rechaud battery | 3 Nos. |
| 6. | Juice chiller/dispenser | 1 No. |

7.	Juice extractor	1 No.
8.	Water cooler 80 ltrs.	1 No.
9.	Plate warmer & dispenser (50 plate)	2 Nos.
10.	Gueridon trolley	1 No.
11.	Wine/liqueur trolley	1 No.
12.	Dessert trolley and Horsd'oeuvre trolley	1 No.
13.	Carving trolley	1 No.
14.	Large restaurant trays (SS)	6 Nos.
15.	Restaurant trays (SS) medium	12 Nos.
16.	-do- small	8 Nos.
17.	Beverage round (SS) medium	10 Nos.
18.	-do- small	10 Nos.
19.	Bread baskets (cane)	24 Nos.
20.	Food covers (SS)	1 No.
21.	Mirrors buffet displays	6 Nos.

Note : i) The quantity of equipment item shall however be reduced or increased proportionately to number of covers available in restaurant.

ii) Holloware and special equipment shall be shared with Basic Training Restaurant, hence silver ware store should be common to both A.T.R.&B.T.R.

BAR

Overall size : 200 Sq.Ft. (built space with Advance Training Restaurant)

----- Sl.No. Name of
the Item Quantity

----- FURNITURE :

1.	Bar counter	(size, shape etc. as per requirement)	1 No.
2.	Back bar with display	-do-	1 No.
3.	Bar stools		8 Nos. [†]
4.	Dry storage area		As per requirement

EQUIPMENT :

1.	Ice cube machine	}	
2.	Bottle cooler	}	
3.	Ice chest (crushed ice)	}	
4.	Ice chest (cube ice)	}	1 No.
5.	Cocktail blender	}	
6.	High speed mixer blender	}	
7.	Jice extractor	}	

8.	Cocktail shaker (EPNS)	4 Nos.
9.	Hawthorne strainer	4 Nos.
10.	Ice bucket with tongs	6 Nos.
11.	Bottle stand	6 Nos.
12.	Peg measure	2 Nos.
13.	Sink with drain board	1 No.
14.	Citrus squeezer }	
15.	Cigar cutter }	2 Nos.
16.	Chopping board }	
17.	Knife	1 No.
18.	Paring knife	1 No.
19.	Zester	2 Nos.
20.	Wine cooler	6 Nos.
21.	Wine cradle	6 Nos.
22.	Cigar box	2 Nos.
23.	Ice flake machine	1 No.
24.	Glass chilling cabinet	1 No.

GLASSWARE :

1.	Brandy balloons 23-28 CL }	
2.	Champagne flute 18-23 CL }	24 Nos.
3.	Champagne Saucer 18-23 CL }	
4.	Tom collins 25 CL }	12 Nos.
5.	Beer mugs & tankard 25, 50 CL }	
6.	White wine glasses 14 CL }	24 Nos.
7.	Red wine glass 14-18 CL }	
8.	Cocktail glass 14-18 CL }	
9.	Liqueur glass 4,7 CL }	
10.	Old fashioned glass }	24 Nos.
11.	On the rocks flass }	
12.	Martini glass }	
13.	Wine caraffe	6 Nos.
14.	Soda caraffe	6 Nos.
15.	Water caraffe	12 Nos.
16.	Rolly polly }	
17.	Sherry glass 4,7 cl }	
18.	Port glass }	24 Nos.
19.	Hock glass }	
20.	Mosselle glass }	
21.	Pool gloves	12 Nos.

STUDENTS DINING HALL

Total Area : Max. 2700 Sq.Ft. Min.2160 Sq.ft.

No. of students expected to have lunch at a time : 180 (Operational in two shifts)

----- Sl.No. Name
of the Item Quantity

1.	Tables 6'x3' (wooden table with laminated topy Heavy duty or steel)	24 Nos.
2.	Dining chairs (wooden or steel with straight back rest)	180 Nos.
3.	Service Counter :	
	a) Hot case }	
	b) Display counter }	01 No.
	c) Dispenser counter for plates & cutlery }	
	d) Tray slide for the entire length }	
4.	Toaster (large industrial model)	01 No.
5.	Compartmental trays (thalis 304 SS Salem Steel 16SWG)	180 Nos.
6.	Dessert spoons }	
7.	Dessert forks }	360 Nos.
8.	Kattori SS (small SS bowl) }	
9.	Tea spoons	180 Nos.
10.	SS water tumbler	180 Nos.
11.	SS water jugs	24 Nos.
12.	Water cooler with Aqua Guard (large industrial model)	03 Nos.
13.	Large round service spoons SS 16 SWG	36 Nos.
14.	SS Soup bowls	180 Nos.
15.	SS	24 Sets

SCULLERY AREA :

1.	Cupboards for storage of cutlery/trays etc.	06 Nos.
2.	Dish landing table	02 Nos.
3.	Pulvariser	01 No.
4.	Conveyor type large dish washing machine with drying zone with trays	01 No. 02 Nos.

- | | | |
|----|--|---------|
| 5. | Trolleys (for carrying food from QFK to Dining Hall) | 04 Nos. |
| 6. | Trolleys for stacking dirty plates for washing | 06 Nos. |
| 7. | Waste bins | 01 No. |
| 8. | Music system | |

 Note: In case of hostels within campus, the students dining hall could be used by boarders.

HOUSEKEEPING REQUIREMENT

Dedicated area	:	Laundry	-	720/600Sq.Ft;
		Linen Room	-	200/150 Sq.Ft.
		Housekeeping Lab	-	720/600 Sq.Ft.
		Demo Lab	-	600/400 Sq.Ft.
		Guest Room	-	1500/1500 Sq.Ft.

- | | | |
|-----------------------------|---|--|
| No. of students per session | : | 30 |
| No. of guest rooms | : | 06 |
| No. of restaurant covers | : | 120 |
| Uniformed staff | : | All teaching + Practical + Admn. Staff should be Informed. |

ELECTRICAL CLEANING EQUIPMENT :

-----		Sl.No.	Name of
the Item	Quantity		

1.	Vacuum Cleaner (dry pickup industrial model)	2 Nos.	
2.	Vacuum Cleaner (wet & dry pickup indl. Model)	1 No.	
3.	Scrubbing-cum-Polishing machine (with suction facility 51cm cleaning path, 38 lt. solution tank and 45 lt. Recovery tank)	1 No.	
4.	Carpet shampooing machine (with suction facility 13 lt. Capacity/13" cleaning path 1200 RPM brush rotation)	1 No.	

NON-ELECTRICAL CLEANING EQUIPMENT :

- | | | |
|----|---------------|---|
| 1. | Brooms : | |
| | a) Soft | } |
| | b) Hard | } |
| | c) Yard broom | } |

As per requirement

2. Brushes : (all are to be made of nylon bristles)

- a) Carpet brush }
- b) Hand scrubber }
- c) T-scrubber }
- d) WC brush }
- e) Upholstery brush }
- f) Ceiling broom }
- g) Washbasin brush }

As per requirement

3. Mops :

- a) with detachable/fixed heads

As per requirement

4. Squeegees

As per requirement

5. Box sweeper

1 No.

6. Containers :

- a) Buckets – 25 Ltr. Capacity }
- b) Mugs }
- c) Bowls }
- d) Dust bins }
- e) Chamber maid's box }
- f) Maid's trolley -----

As per requirement

- dimensions in mm 1540x575x1385
- Light weight frame (net wt. not to exceed 62 kg.)
- Average load capacity 100 Kg.
- Adjustable shelves – 3 nos.
- Space between shelves – 305 mm
- With compartmentalised top section using laminated ply
- Linen hamper – canvas (100 L cap.) and
garage hamper – plastic (80 L cap.)
- Castor size – 250 mm / 2 fixed and 2 swivel with breaks
- Bumpers – wheel type (horizontal) 1 No.

- | | | | |
|----|---|----|--------------------|
| g) | Mop wringer trolley | -- | As per requirement |
| h) | Cleaning trolley | -- | -do- |
| | - sack holder with cover basked to hold cleaning material hooks for dust pan, hand brush etc. | | |
| | - 2 buckets (25 Lt. Cap. Each) | | |
| | - Mop wringer attached above one bucket. | | |
| 7. | Floor signs | -- | -do- |
| | - 24" Ht. 'Caution-Wet Floor' | | |
| | - 'Caution-Work Area' | | |
| | - Yellow colored board with black lettering | | |

LAUNDRY EQUIPMENT

			----- SI.No. Name of
	Quantity		

1.	Washer extractor (5 kg. Cap – one, top loading-fully automatic Agitator type with temp. control) (10kg. Cap – one, front loading with temp.control)		2 Nos.
2.	Dryer (capacity 20 Kg)		1 No.
3.	Calendering machine (with one roller width 100")		1 No.
4.	Steam press (with cuff & collar press hand operated)		1 No.
5.	Iron (light weight – one & heavy duty- one)		2 Nos.
6.	Ironing board (foldable)		1 No.
7.	Sinks (stainless steel with drain board)		2 Nos.
8.	Weighing scale (with a holding basket to weigh upto 25 kg)		1 No.
9.	Linen basket trolley (stainless steel with draining facility 820mm Ht.x 65mm Wx 740 mm L - 4 swivel castors)		3 Nos.
10.	Shelf (for storing chemicals with lockable doors, Particle board laminate finish dimensions 1200mm H x 900 mm L x 600 mm D - 3 shelves adjustable)		1 No.
11.	Exhaust Fan (one above dryer and one above steam press) -		As per requirement
12.	Shelves (for storing linen & uniforms, wood laminated with Sliding lockable ventilated doors) -		-do-

- | | | |
|-----|---|--------|
| a) | Dimensions – 2100mm H x 600mm D x 2100mm W
adjustable shelves – 4 Nos. | 2 Nos. |
| b) | Dimensions – 2100mm x 600mm x 2100mm
Shelves – 2 with rods for hanging uniforms | 1 No. |
| 13. | Ladder (aluminium A type 1200 mm height) | 1 No. |
| 14. | Inspection table (2100mm x 1200mm wood laminate with
storage facility underneath with 2 shelves
on either side of 600 mm depth) | 1 No. |

Note : Linen room be next to Laundry.

HOUSEKEEPING LAB

-----			SI.No. Name of
-----	the Item	Quantity	

- | | | | |
|----|----------------|---|--------------------|
| 1. | Working tables | } | |
| 2. | Chairs | } | As per requirement |
| 3. | Steel cupboard | } | |

LINEN ROOM :

Uniform cupboards	As per requirement
Linen Exchange counter (window type)	-do-

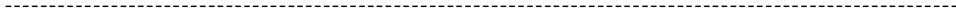
INSTRUCTION ROOM :

Instruction table	}
-------------------	---

Stools
Sink

}
}

1 No. each



REQUIREMENT FOR EACH TWIN BED ROOM

Total area for all rooms - 1500 Sq.Ft.

the Item	Quantity	Sl.No. Name of FURNITURE PER
ROOM:		
Bed with side tables		2 Nos.
Single sofa chair with uphosty or Small size two seater sofa		1 No.
Glass top tea table/coffee table		1 No.
Study table		1 No.
Study chairs		2 Nos.
Mirror with dressing table & drawers	}	
Luggage rack	}	1 No.
Wardrobe	}	
Shelf over fridge for glasses & thermos	}	

LIGHT ELECTRICAL EQUIPMENT & PAINTING :

1.	Geyser (20 ltrs.)	1 No.
2.	Table lamp	3 Nos.
3.	Pedestal lamp	1 No.
4.	Color TV with remote	1 No.
5.	Music system	1 No.
6.	Mini fridge	1 No.
7.	2'x1½' painting/wall hangings	3 Nos.
8.	Thermos flask	1 No.

FURNISHING & LINEN :

1.	Shear curtain	1 No.
2.	Heavy curtain	1 No.
3.	Cushions for sofa chairs	4 Nos.
4.	Double bed sheet	2 Nos.
5.	Pillow covers	4 Nos.
6.	Bed cover	1 No.
7.	Bath towel	2 Nos.
8.	Hand towel	2 Nos.
9.	Bath mat	1 No.

OTHER ITEMS :

- | | | | |
|----|---|---|-------|
| 1. | Shower curtain | } | |
| 2. | Towel rack with pull up type cloth lining | } | |
| 3. | Energy saving device system | } | |
| 4. | Electronic locking device on main door | } | |
| 5. | Telephone (electronic & light weight) | } | 1 No. |
| 6. | Door bell & Indicator for DND | } | |

SUITE ROOM :

1. Double bed room
2. Bath room (attached)
3. Lounge/sitting room/dining area
4. Carpets, furnishing, furniture & fixtures
5. Electronic locking system, airconditioning, Energy saving device, entertainment systems

----- Each Institute
will have a twin bed room and double bed room and a twin suite.

Note: In case of Institutes having a hotel attached to it, the requirement of independent guest rooms is not mandatory.

FRONT OFFICE REQUIREMENT

Area : 500 Sq.Ft.

----- Sl.No. Name of
the Item Quantity

----- FURNITURE :
1. Front Office Counter 1 No.

6'L x 1½'B x 3½'H with drawer – 3 Nos.
Cabinets –3 Nos., Top & Sides - laminated
Reception, Cash & Information sign boards
Registration card holder – recessed with 28 slots with
facility for recessed monitors & sliding key board
recessed message & key rack at the centre teak
wood.

- | | | |
|----|--|--------|
| 2. | a) Lobby Desk
3'L x 2'B x 2'H with drawer – 1no., cabinet – 1 no. on right side, top & sides laminated – teak wood. | 1 No. |
| | b) Chair (upholstered – teak wood) | 3 Nos. |
| 3. | Bell Desk
4' H semi circular, with drawers 2 nos. cabinets –2 nos. teak wood. | 1 No. |

EQUIPMENT :

- | | | |
|-----|---|--------|
| 1. | Computer – linked by LAN with multi media facility - Fidelio Software system | |
| 2. | Room Rack (standard specification) | 1 No. |
| 3. | Date & Time stamping machine (standard specification) | 1 No. |
| 4. | Electric Calling Bell (Standard specification) | 1 No. |
| 5. | Telephone : | |
| | a) Operator Console | 1 No. |
| | b) Instruments | 1 No. |
| 6. | Postal Scale (digital-1kg.capacity) | 1 No. |
| 7. | Folio Bucket (2'L x 2'B x 1'H with slots of ½" teak wood) | 1 No. |
| 8. | Bulletin Board (3'L x 2.5'B with baize cover) | 1 No. |
| 9. | Public Address System (standard specification) | 1 No. |
| 10. | Credit Card Imprinter (Standard specification) | 1 No. |
| 11. | Luggage Net – small (Nylon) | 1 No. |
| 12. | Guest Folio Tray (Plastic) | 1 No. |
| 13. | Printer (80 column) | 1 No. |
| 14. | Exchange Rates Board (2'L x 2'B Prestosign type) | 1 No. |
| 15. | Box Files | 6 Nos. |
| 16. | Safe Deposit Box (standard specification) | 1 No. |
| 17. | Paging Board (1'L x ½'B with handle & bells attached, White board, teak wood) | 1 No. |
| 18. | Postage Folder (with pockets - leather) | 1 No. |

RESERVATION OFFICE :

- | | | |
|----|--|-------|
| 1. | Table
3'L x 2'B x 2'H with drawer-1 No., Cabinet – 1 No. on right side – Top & Sides laminated, with facility for recessed monitors and sliding key board, teak wood. | 1 No. |
| 2. | Chair – Swivel type | 1 No. |
| 3. | Head set with mouth piece | 1 No. |
| 4. | Wall mounted rack (3'L x 2'B x 1'D - Teak wood) | 1 No. |
| 5. | Space Availability Board (3'L x 2.5' with pegs for Indicating availability - Particle board) | 1 No. |

A COMPREHENSIVE LIST OF STATEMENT FOR COMPUTER LAB

Overall size of the Lab	-	1500 Sq.Ft.
No. of students	-	30 / Lab
Faculty required	-	01 / Lab

COMPUTER HARDWARE REQUIREMENT :

A. SERVER :

the Item	Quantity	Sl.No. Name of
No.		FILESERVER 1

- Intel Pentium II-300 MHz or Higher CPU with
- PCI/EISA/ISA Bus Architecture
- 256 MB SDRAM
- 512 KB – L2 Cache
- 4.3 GB HDD with 20 MDPS transferrate
- 4/8 GB DAT DRIVE
- 1.44 MB FDD
- 105 Keys Keyboard
- Logitech / Microsoft Mouse
- Bitronics Parallel port
- High Speed Serial Ports
- 10/100 MBPS, PCI Ethernet Adapter – 32 bit BNC/RJ 45
- 14" MONO CHROMO MONITOR – VGA/SVGA
- CD ROM DRIVE 32x or higher

NODES

30 Nos.

- Intel Pentium II 266 MHz
- PCI / EISA / ISA Bus Architecture
- 64 MB SDRAM
- 256 KB L2 Cache
- 2.1 GB HDD
- PCI – EIDE Controller for HDD & FDD
- One EPP and two Serial Port (16550 Urat)
- 105 Keys Keyboard
- 14" Colour Monitor SVGA
- 10/100 MBPS PCI Ethernet Card, 32 bit – BNC/RJ 45
- Microsoft / Logitech Serial Mouse
- Six machines to have multimedia kit

NODE FOR TEACHER

1 No.

- Intel Pentium II 266 MHz
- PCI / EISA / ISA Bus Architecture
- 32 MB SDRAM
- 256 KB L2 Cache
- PCI – EIDE Controller for HDD & FDD
- One EPP and two Serial Port (16550 Urat)
- 105 Keys Keyboard
- 14" Colour Monitor SVGA
- 10/100 MBPS PCI Ethernet Card, 32 bit – BNC/RJ 45
- Microsoft / Logitech Serial Mouse
- Multimedia kit

HUBS

12 Port Hub with BNC/RJ 45 connection } Depending on locational - 2 Nos.
8 Port Hub with BNC-RJ 47 connection } requirements. - 2 Nos.

5. INKJET PRINTER 1 No.
A4 size, 600 DPI black with colour cartridge and
Drives of Bus and Window 3.1 & 95.
6. LASER PRINTER WITH JET DIRECT CARD 1 No.
600 DPI / Mono Chrome 8 Page memory in DA Post
Script level 2 support and network connectivity with

Jet Direct Card.

- 7. LCD display 1 No.
- 8. Airconditioning for Computer Lab (1000 Sq.Ft. 8.5 Tonnes)
- 9. 5 KVA UPS with battery backup of minimum 4 hours 2 Nos.
- 10. Local Area Network aras : Cat-5 WTP.

Principal Office
General Office
Stores
Restaurant
Reception
Library
All Laboratories (Four)

GENERAL COMPUTER SOFTWARE SPECIFICATION :

Window NT Server with Clint for 30 users (CD).

MS Windows 95 or higher & Micro Software Office (CD) professional version.

Word Star 7.

Fox Pro for Windows.

Lotus 1-2-3 Version-3.

Note : Main server shall be located in the Computer Lab and computers in Stores, Labs, Administration, etc. shall be linked by LAN.

In view of adoption of the Micros Fidelio property management software for training by National Council, the configuration of the Hardware given shall be able to handle the Micros Fidelio software system.

STANDARDISED LIST

AUDIO-VISUAL AND REPRODUCTION EQUIPMENT

----- Sl.No. Name of
the Item Quantity

Overhead Projector	-	fitted in each class	
Trolley for OHP	-	-do-	
Transparency Sheets	}		
Transparency frames	}		
Marking pens-permanent	}		As per requirement
Marking pens-water soluble	}		
Transparency erasers	}		
Slide Projector			1 No.
Slide Trays (for 50 slides)	-	As per requirement	
Carousel Slide Projector	-	-do-	
Projection Screen-wall/elling for each less	}		
Video Cassette Recorder	}		
Colour TV / Monitor	}		
Portable Cassette Recorder	}		1 No.
Multi-media	}		
Photocopier	}		
Electronic stencil cutter	}		
Flip Board – Portable - for slip charts	-	As per requirement	
Flannel Board – Portable	}		
Magnetic Board – Portable	}		1 No.
Dest Top Publishing Machine	}		

LIBRARY

Minimum / Maximum Size : 1600 Sq.Ft.
 Desirable Staff : Librarian – 1

----- Sl.No. Name of
 the Item Quantity
 ----- Books 500 Nos.

Periodicals & Journals (International/National)
 Video Cassettes /Video / CD ROMS
 Furniture for sitting of 70 scholars at a time

Storewells / Book Racks

5 cabins (10'x10') fitted with computer terminal and

Multi media with head phones

Xerox machine

Library Equipment :

- Computer
- TV
- Printer
- Cutter
- D.V.System
- Catalogue Systems
- Librarian Chair & Table
- Asstt. Librarian Chair / Table

Note : Every year min. 50 to 100 books should be added to Library and International/
National Journals should be subscribed.

EQUIPMENT FOR EACH CLASS ROOM

----- Sl.No. Name of
the Item Quantity

- | | | | |
|----|---|---|-------|
| 1. | Overhead Projector (fitted) | } | |
| | | } | |
| 2. | White Board | } | |
| | | } | |
| 3. | Black Board | } | 1 No. |
| | | } | |
| 4. | Teacher's platform (wooden) | } | |
| | | } | |
| 5. | Teacher's Chair | } | |
| | | } | |
| 6. | Teacher's Table | } | |
| | | } | |
| 7. | Chairs with under shelves with writing board facility | | |
| 8. | Curtains as per requirement | | |
| 9. | Facilities to use CD ROMS, Power point etc. | | |

i) **Gas Bank** :

Well laid out distribution lines from gas bank as per the conditions laid down in the Indian Explosives Act.

ii) **Stand by heavy duty Generator** :

In areas where electricity is in short supply, the appropriate heavy duty Gen set is recommended for installation.

Scheme of Examination:

The performance of the learners shall be evaluated into two parts. The learner's performance shall be assessed by Internal Assessment with 40% marks in the first part & by conducting the Semester End Examinations with 60% marks in the second part.

The Course having Practical training will have Practical Examination for 50 marks at the end of Semester, out of which 30 marks for the Practical task assigned at the time of examination. The 20 marks are allotted as Internal Assessment.

The allocation of marks for the Internal Assessment and Semester End Examinations are as shown below:-

Internal Assessment: It is defined as the assessment of the learners on the basis of continuous evaluation as envisaged in the Credit based system by way of participation of learners in various academic and correlated activities in the given semester of the programme.

Semester End Assessment : It is defined as the assessment of the learners on the basis of Performance in the semester end Theory/ written/ Practical examination.

Modality of Assessment :**Internal Assessment - 40%****40 marks.****a) Theory****40 marks**

Sr No	Evaluation type	Marks
1	Two Assignments/Case study/Project	20
2	One class Test (multiple choice questions objective)	10
3	Active participation in routine class instructional deliveries(case studies/ seminars//presentation)	05

4	Overall conduct as a responsible student, manners, skill in articulation, leadership qualities demonstrated through organizing co-curricular activities, etc.	05
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b) Practicals**20 marks**

Sr No	Evaluation type	Marks
1	Two best practicals	10
2	Journal	05
3	Viva	05

B) External examination - 60 %**Semester End Theory Assessment - 60%****60 marks**

- i. Duration - These examinations shall be of two hours duration.
- ii. Theory question paper pattern :-
 1. There shall be four questions each of 15 marks. On each unit there will be one question & fourth one will be based on entire syllabus.
 2. All questions shall be compulsory with internal choice within the questions. Each question will be of 20 to 23 marks with options.
 3. Questions may be sub divided into sub questions a, b, c, d & e only & the allocation of marks depends on the weightage of the topic.

Practical External Assessment**30 marks**

Semester 1 - B.Sc.(Hospitality Studies)

Course Code	Subject	Class Room Instruction Face to Face									Notional			Credits				
		Per Week			Per Sem			Per Sem Hrs			Total	L	P	T	Total			
		L	P	T	L	P	T	L	P	T								
USHO101	Food Production & Patisserie I	3	4	-	45	60	-	45	60	-	25	10	-	140	2	2	-	4
USHO102	Food & Beverage Service I	3	4	-	45	60	-	45	60	-	25	10	-	140	2	2	-	4
USHO103	Front Office I	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
USHO104	Housekeeping I	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
USHO105	Rooms Division Management(Practicals)-I	-	4	-	-	60	-	-	60	-	-	10	-	70	-	2	-	2
USHO106	Communication Skill I (English & French)	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
USHO107	Information Technology	1	2	-	15	30	-	15	30	-	20	5	-	70	2	-	-	2
USHO108	Food Safety & Nutrition	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
	Total	19	14	-	285	210	-	285	210	-	170	35	-	700	14	6	-	20

L one lecture / period of 60 minutes (1 hr.) **P** Practical **T** Tutorial

Notional includes time spent in library / home / other institutions for preparation and writing of assignments, quizzes, open book test, journal, case studies, project, practical, field work, excursion, etc.

Information Technology will be single head of passing.

FOOD PRODUCTION & PATISSERIE-I (Theory)

Name of the Programme	Duration	Semester	Course/ Course Code
B.Sc. in Hospitality Studies	Six Semesters	I	Food Production & Patisserie- I(USHO 101)
Course Code	Title	Credits	
USHO101	Food Production & Patisserie-I	2+2	

For Course Per week 1 lecture/period is 60 minutes duration				For Subject per week 1 lecture/period is 60 minutes duration			
	Theory	Practical					
Actual Contact	3	2					
Credit	2	2					

Class Room Instruction Face to Face									Notional			Credits				
Per Week			Per Sem			Per Sem Hrs										
L	P	T	L	P	T	L	P	T	L	P	T	Total	L	P	T	Total
3	4	-	45	60	-	45	60	-	25	10	-	140	2	2	-	4

OBJECTIVES:

- To inculcate a right attitude and the required basic knowledge and technical skills in the art of culinary and the food production department.
- To introduce the various equipments and utensils used in the kitchen.

Contents of syllabus for USHO 101

UNIT .	Ch.No.	TOPIC	LEC.
I	1	Introduction to the Food Production Department	01
		1.1 Levels of Skills and Experience	
		1.2 Attitude and Behaviour in the Kitchen	
		1.3 Kitchen Uniforms	
		1.4 Personal Hygiene	
		1.5 Safety Procedures for Handling Equipment	
	2	Culinary History and Culinary Terms (Explanation with Examples)	02
		Origins of Modern Cookery	
		Modern Development in Equipment and Technology	
	3	Equipment and Hand Tools used in Kitchen & Different Types of Fuels used in Kitchen	04
		3.1 Hand tools and utensils used in Kitchen	
		3.2 Various Fuels used in the Kitchen	
		3.3 Advantages & Disadvantages of Various Fuels	
		3.4 Various Equipment used in the Kitchen	
	4	Introduction to Cooking	04
		4.1 Aims and Objectives of Cooking	
		4.2 Classification of Various Raw Materials according to Functions	
		4.3 Various Textures and Consistencies	
		4.4 Methods and Techniques of Preparation	
	5	Stocks	02

		5.1 Definition of Stock	
		5.2 Types of Stocks	
		5.3 Preparation (Recipe), Storage, Care and Precautions in Preparation	
	6	Culinary Terms	02
UNIT	Ch.No.	TOPIC	LEC
II	7	Methods of Cooking	04
		7.1 Various Methods of Cooking Foods (Roasting, Grilling, Frying, Baking, Boiling, Poaching, Microwave)	
		7.2 Principles of each Method and Precaution to be taken	
	8	Hierarchy and Kitchen Staffing	03
		8.1 Classical Kitchen Brigade	
		8.2 Modern Staffing in Various Category Hotels	
		8.3 Duties and Responsibilities of Various Chefs	
		8.4 Role and Duties of the Executive Chef	
		8.5 Inter-Departmental Co-operation and Co-ordination	
	9	Egg	02
		9.1 Selection of Eggs	
		9.2 Structure of Eggs	
		9.3 Uses of Eggs	
		9.4 Nutritive Value of Eggs	
	10	Vegetables & Fruits	04
		10.1 Classification of Vegetables	
		10.2 Colour Pigments in Vegetables and Effects of Heat, Acid and Alkali on each of them	
		10.3 Cuts of Vegetables	
		10.4 Classification of Fruits	
		10.5 Uses of Fruits	
		10.6 Salad & Salad Dressing	

13	Bakery & Pastry	
	13.1 Bread Making	03
	Principles of Bread Making	
	Role of Each Ingredient	
	Simple Yeast Bread	
	Baking Temperature & its Importance	
	13.2 Cookies	
	Types of Cookies	02
	Methods of Preparation	
	13.3 Flour – Structure of Wheat	
	Types of Wheat	04
	Types of Flour	
	Milling of Flour	
	Nutritive Value	
	13.4 Raising Agents	
	Classification and Role of Raising Agents	02

Culinary Terms (Explanation of the following Culinary Terms with examples)

Au gratin	Bake	Barbeque
Baste	Batter	Béarnaise
Beat	Béchamel	Beurre Noir
Beurre Manie	Blanch	Blend
Bouquet garni	Broil	Brunoise
Brush	Bouillon	Caramel
Consommé	Court Bouillon	Croutes
Croutons	Custard	Dough

Mince	Estouffade	Espagnole
Fume	Garnish	Glaze
Hollandaise	Infusion	Liason
Beurre Maître d' Hotel	Marinate	Mire Poix
Mis-en-place	Par boil	Pare
Poach	Roux	Sabayon
Sauté	Stock	

REFERENCE BOOKS

Thangam Philip – Modern Cookery I & II – Orient Longman – 2001

Auguste Escoffier – Ma Cuisine – Hamlyn – 2000

Digvijay Singh – Cooking Delight of the Maharajas – Vakils, Feffer & Son's Ltd. – 1982

Philip Dowell & Adrian Barley – The Book of Ingredients – Mermaid Books – 1987

Wayne Gisslen – Professional Baking – John Wiley & Sons – 1994

Martha Day – Baking – Lorenz Books – 1999

M. J. Leto & Bode – The Larder Chef – Heinemann Publishing House – 1989

Parvinder S. Bali - Food Production Operations

Thangam E. Philip - Modern Cookery for Teaching and Trade - 4th Vol. - 1996

Krishna Arora - Theory of Cookery – 2nd – 1992

Wayne Gisselen - Professional Cooking – 4th – 1992

Wayne Gisselen - Professional Baking – 2nd – 1994

J. C. Dubey - Basic Bakery - 1st – 1992

Kinton Ceserani - Theory of Catering – 7th – 1996

Bernard Davis - Food Commodities - 4th – 1998

Daniel R. Stevenson - Basic Cookery The Process Approach - 5th – 1997

(Practical - Bakery)

Sr.	Topic
1	Breads Bread Rolls Bread Loaf Chelsea Buns
2	Pastries Jam Tarts Lemon Curd / Chocolate Tarts Bakewell Tarts
3	Cakes Chocolate Chip Muffins Ribbon Cake Madeleines Swiss Roll Genoese Sponge
4	Cookies Butter Cookies Melting Moments Peanuts Macaroons
5	Doughnuts

(Food Production Practical)

Sr.	Topic
1	Identification of Tools & Equipments

	(Familiarization of Kitchens BTK, QTK, ATK, Bakery, Pot Wash & Utility Area) Introduction to Basic Commodities used in the Kitchen
2	Methods of Cooking Roasting, Grilling, Frying, Baking, Boiling, Poaching, Microwave. Principles of each method of cooking & precautions to be taken. Cuts of Vegetables and Egg Preparation
3	Suggested Menu Patterns Indian Menus Continental Menus

PRACTICAL MENU

I	Cuts of Vegetables		
	Slicing	Chopping	Mincing
	Shredding (Chiffonade)	Fardinier (Batons)	Allumettes
	Julienne	Dices	Brunoise
	Lozenge	Paysanne	
	Eggs		
	Boiled Eggs (Soft and hard)		
	Friend Eggs		
	Fried Eggs [sunny Sideup, Double Fried (Over Easy, Flipped)]		
	Scrambled Eggs		
	Omelet – Cheese, Spanish and Masala		
II	Salads		
	Veg Kachumber		
	Mixed Veg Raita		

	<p>Cole Slaw with Vinegrette Dressing</p> <p>Cole Slaw with Mayonnaise</p> <p>Russian Salad</p>
III	Soups
	<p>Crème of Tomate / Épinard / Champignon</p> <p>Consommé Julienne / Brunoise / Royale</p> <p>Puree Dubarry</p> <p>Potage Minestrone</p> <p>Cabbage Chowder</p> <p>Bisque (Crab, Prawn)</p>
IV	Poisson
	<p>Fillet de Pomfret Colbert au beurre maitre d' hotel</p> <p>Fillet de Pomfret Bonne Femme</p> <p>Fillet de Pomfret Belle Meuniere</p> <p>Fillet de Pomfret Orly</p> <p>Masala Fried Fish</p>
V	Poulet
	<p>Poulet sauté a la king</p> <p>Poulet Saute Chasseur</p> <p>Poulet Saute Champignon</p> <p>Methi Murg</p> <p>Murg Masala</p>
VI	Entrees
	<p>Irish Stew</p> <p>Shepherds Pie</p> <p>Boeuf Stroganoff</p> <p>Palak Ghosht</p> <p>Mutton Masala</p>

	Pork Vindaloo
VII	Legumes (Vegetables)
	Glazed Carrots / Beans Petite Pos a la Flamande Choux fleux au Gratin Ratatouille Legumes aux fine herbs Épinard a la Crème Palak Paneer Cabbage Foogath Batata Bhujia Vegetable Rogout
VIII	Pommes de terre
	French Fries Pommes Persilles Mashed Potato Pommes de terre Lyonnaise Duchees Potatoes Pommes de terre anna Hash Brown Potato Roast Potatoes
IX	Cereals & Pulses
	Boiled Rice Jeera Rice Mixed Veg Pulao Tadka Dal Masala Dal Moong Dal with Palak

X	Rotis
	Phulkas Chappatis Pooris
XI	Hot Desserts
	Doodhi Halwa Seviyan Kheer Caramel Custard Bread and Butter Pudding Crème Brulee Albert Pudding
XII	Cold Desserts
	Coffee Mousse Fruit Salad with Crème Anglaise Lemon Souffle Soufflé au Caramel Bavarois a la Crème

b) Semester end assessment - 30 marks

- Candidate will be given a menu comprising of 4 dishes.
- Indent sheet and plan of work sheet to be filled by the candidate of the menu he gets.
- He / she supposed to collect indents, prepare and present the dishes in the menu within stipulated time.
- Cleaning and securing equipments and working area is also to be done within stipulated time.

Assessment will be done as follows –

Journal	Indent Sheet & plan of work	Colour	Consistency	Taste	Texture	Viva-voce	Personal Grooming, Cleaning
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10	10	10	10	10	10	10	10
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Marks obtained out of 80 shall be converted to out of 30 to the next integer for final calculation.

FOOD AND BEVERAGE SERVICE - I

Name of the Programme	Duration	Semester	Course/ Course Code
B.Sc. in Hospitality Studies	Six Semesters	I	Food & Bevera ge Service- I(USHO 102)
Course Code	Title	Credits	
USHO102	Food & Beverage Service-I	2+2	

For Course Per week 1 lecture/period is 60 minutes duration				For Subject per week 1 lecture/period is 60 minutes duration			
	Theory	Practical					
Actual Contact	3	4					
Credit	2	2					

Semester I – 15 weeks

THEORY					PRACTICAL					Total Credits
Hours / week	Total Hours	Notional Hours	Credits	Total Marks	Hours / week	Total Hours	Notional Hours	Credits	Total Marks	Lecture + Practical
03	45	25	02		04	60	10	02		04

OBJECTIVES:

At the end of semester I the student will be able to:-

- Identify the role of the Food and Beverage Service department and explain its organization structure and importance.
- Explain how "moments of truth" affect guests, staff members, and managers, and describe the value of guests and staff members to a food service operation.
- Describe the duties and responsibilities of beverage service staff members, and summarize techniques and procedures for responsibly selling and serving cocktails, beer, and wine.
- Identify the operational and Auxiliary areas as well as equipments used in the Food and Beverage department.
- Understand the various service methods and procedures followed in the department.

Contents of syllabus for USHO 102

UNIT	TOPICS	LEC
I	<p>1. INTRODUCTION TO HOTEL AND CATERING INDUSTRY</p> <p>1.1 Role of catering establishment in travel / tourism industry 1.2 Types of F& B operation (Classification). Commercial (residential / Non Residential)</p> <ul style="list-style-type: none"> • Welfare • Institutional • Transport (Roads, Railways, Airlines, Marine) <p>1.3 Structure of hospitality industry and career opportunities</p>	06
	<p>2. DEPARTMENTAL ORGANISATION AND STAFFING</p> <p>2.1 Organisation of F & B Department of a Hotel (English & French) 2.2 Etiquette & Attributes of an F & B Personnel. 2.3 Duties and responsibilities of F & B Staff.</p> <ul style="list-style-type: none"> a) F & B Manager. b) Banquet manager. c) Outlet Manager (All day dining/ Bar/ In Room Dining/ Specialty Restaurant, etc) d) Senior captain/ Captain/ Supervisor. 	09

	<ul style="list-style-type: none"> e) Steward. f) Sommelier. g) Hostess. h) Cashier. <p>2.4 Departmental Relationship of F& B with other Departments.</p>	
II.	<p>1. OPERATIONAL & AUXILLARY AREAS OF FOOD AND BEVERAGE DEPARTMENT : IMPORTANCE & LAYOUTS</p> <ul style="list-style-type: none"> a) Coffee shop b) Snack bar/ counter service c) Kiosks d) Specialty restaurant/ theme restaurant e) Banquet operations/ outdoor catering f) In-Room Dining g) Dispense Bar / Discotheque/ night club/ pub h) Pantry/Still room i) Kitchen stewarding j) Silver room k) Linen room l) Vending machine 	06
	<p>2. FOOD AND BEVERAGE SERVICE EQUIPMENT</p> <p>2.1 Classification of equipment. (Familiarization of equipment).</p>	09

	<p>2.3 Criteria for selection and requirements.</p> <ul style="list-style-type: none"> • Tableware/ silverware (cutlery/ hollowware/flatware) • Glassware • Crockery • Bar equipment <p>(For all of the above Brands, Measures & Quality suppliers)</p> <ul style="list-style-type: none"> • Special equipment with their uses. • Furniture (Tables/Chairs/Trolleys/Dumb Waiter) • Linen. • Light and décor • Care and maintenance of equipment. • Napkin folds. <p>2.4 Table d ‘hote ,ala c”arte Mis-en –place, Mis -en –Scene</p>	
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<p>III.</p>	<p>1. DINING SERVICES METHOD AND PROCEDURES</p> <p>1.1 Different methods of services</p> <p>a. Table service</p> <ul style="list-style-type: none"> • Silver service/ English service • American/ Plated • Family • Russian • French/ butler • Gueridon 	<p>09</p>
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	<p>b.Bar Counter</p> <p>c.Assisted Service</p> <ul style="list-style-type: none"> • Carvery • Buffets <p>d.Self Service</p> <ul style="list-style-type: none"> •Cafeteria : <ul style="list-style-type: none"> a).Counter b).free-flow c).Echelon d).Supermarket <p>e)Single point service</p> <ul style="list-style-type: none"> •Take-away •Drive through •Fast food •Vending •Kiosk •Food court •Bar <p>f). Specialised (in-situ)</p> <ul style="list-style-type: none"> •Tray •Trolley 	
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	<ul style="list-style-type: none"> •Home delivery •Lounge •Room •Drive in 	
	<p>1.2 Special Service</p> <ul style="list-style-type: none"> • Formal Service • Wave service • Carlton club service <p>1.3 a. Rules to be observed while laying the table. b. Rules to be observed while waiting at the table. c. Dos & don'ts in a restaurant</p>	06
	TOTAL THEORY HOURS	45

REFERENCE BOOKS:-

1. Food & Beverage Service – R. Singaravelavan-Oxford University Press
2. Dennis Lillicrap, John Cousins and Robert Smith
3. Vijay Dhawan- Food and Beverage Service
4. Peter Dias- The Steward
5. John Fuller & A.J. Currie
6. Sudhir Andrews- Food and Beverage Service
7. Bobby George-Food & Beverage Service

FOOD AND BEVERAGE SERVICE SEMESTER - I (ASSIGNMENTS)

All students should be given individual assignments. Out of the following given options each student needs to work on any two.

SR. No.	TOPIC FOR ASSIGNMENTS	MARKS
1.	Design and Layout of a operational areas of Food and Beverage department.	
2.	Organizational Chart of a Small, Medium & Large Hotel.	
3.	Comparative analysis of at least two quotations from any supplier to understand rates and quality of crockery.	
4.	Comparative analysis of at least two quotations from any supplier to understand rates and quality of glassware.	
5.	Design and Layout of Air catering or Marine catering.	

FOOD & BEVERAGE SERVICE SEMESTER – 1

(PRACTICAL)

SR. NO.	PRACTICALS	HOURS
1	<p>INTRODUCTION TO HOTEL AND CATERING INDUSTRY.</p> <p>Visit to various catering outlets</p> <ul style="list-style-type: none"> a. Coffee shop b. specialty restaurant c. Bar d. Room Service e. Banquets f. Snack bar (any fast food or QSR) g. Kiosk <p>After visiting the above mentioned outlets the student is required to submit report.</p>	08
2	<p>Emerging trends in the hospitality industry – Guest lecture from the Industry</p> <p>After the lecture the student is required to submit a report</p>	02
3	<p>DEPARTMENTAL ORGANISATION & STAFFING</p> <p>Role play on the attributes, attitude & etiquette of a food service personnel</p>	04

4	<p>DEPARTMENTAL ORGANISATION & STAFFING</p> <p>Standard phrases used in food & beverage service outlets (Role play)</p>	04
5	<p>OPERATIONAL & AUXILLARY AREAS OF FOOD & BEVERAGE DEPARTMENT :</p> <p>IMPORTANCE & LAYOUTS</p> <p>Practical: Drawing Layouts of operational & auxiliary areas.</p> <ul style="list-style-type: none"> a. Coffee shop b. specialty restaurant c. Bar d. Room Service e. Banquets f. Snack bar (any fast food or QSR) g. Kiosk 	08
6	<p>FOOD AND BEVERAGE SERVICE EQUIPMENT.</p> <p>1. Familiarization of equipment</p> <ul style="list-style-type: none"> a. Silverware b. Glassware c. Crockery 	08

	d. Linen e. Furniture	
	FOOD AND BEVERAGE SERVICE EQUIPMENT	
7	2. Napkin fold: 15 napkin folds Book fold, Fan fold, Sunrise, Candle & fan, Bishop’s mitre, Cocks comb, Tea dome, Cinderella shoe, Pinwheel, Rose, Sydney opera, Arum’s Lily, Lover’s knot, Triple wave & Cone.	08
8	3. Stacking of side station	02
9	. Polishing of silver ware (Polivit, Silver dip and Burnishing methods)	02
10	Cleaning & Wiping of glassware and wiping of crockery	02
11	DINING SERVICES METHOD AND PROCEDURES PRACTICE: 1. Carrying and balancing the silver/tray. 2. Laying and relaying of tablecloth. 3. Water service 4. carrying, placing and clearance of plates	01 02 01

	5. Handling and using service fork/spoon	02
	6. Laying of a la carte cover	02
	7. Clearance of ashtray& crumbing at the table	01
	8. Role play on do's and dont's in a restaurant.	01
		02
TOTAL PRACTICAL HOURS		60

FOOD AND BEVERAGE SERVICE SEMESTER - I (ASSIGNMENTS)

All students should be given individual assignments on the following:

SR. No.	TOPIC FOR ASSIGNMENTS	MARKS
1.	Presentation to be done on visits conducted to restaurants.	
2.	Presentation to be done on any one - Emerging trends in Bar / Restaurants / Pubs / Banquets .	

(b) Semester end assessment - 30 marks

- A candidate will be given a menu to compile and laying table for it.

- Assessment will be done as follows

Journal	Grooming	Identification of cutlery, crockery, glass ware and hollow ware	Menu Planning	Cover laying	Viva - voce
10	10	10	10	10	10

- Marks obtained out of 60 shall be converted to out of 30 to the next integer for final calculation.

FRONT OFFICE SEMESTER – I (THEORY)

Name of the Programme	Duration	Semester	Course/Course Code
B.Sc. in Hospitality Studies	Six Semesters	I	FRONT OFFICE I(USHO 103)
Course Code	Title	Credits	
USHO103	FRONT OFFICE-I	2+2	

For Course Per week 1 lecture/period is 60 minutes duration				For Subject per week 1 lecture/period is 60 minutes duration			
	Theory	Practical					
Actual Contact	3	--					

Credit	2	--					
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Semester I – 15 weeks

THEORY					PRACTICAL				
Hours / week	Total Hours	Notional Hours	Credits	Total Marks	Hours / week	Total Hours	Notional Hours	Credits	Total Marks
03	45	25	02		--	--	--	--	--

OBJECTIVES:

At the end of semester I:-

- Introduce the students to the Hotel & Tourism Industry
- Understand the appropriate organization structures and duties in the Front Office and related departments.
- Develop, prepare guest relations and evaluate practical aspect with guests.
- Understand the role of public relations with hotel industry.
- Develop skills required as an efficient and effective receptionist in any hotel (large or Small) and to handle situations and types of guest in the job.
- Understanding the functioning of the Telecommunication department.

Contents of syllabus for USHO 103

Semester I – 15 weeks

THEORY				
Hours / week	Total Hours	Notional Hours	Credits	Total Marks
03	45	25	02	

UNIT	TOPICS	LEC
I	<p>Introduction to the Hotel and Tourism Industry</p> <ul style="list-style-type: none"> • An account of development and growth of hotel and tourism industry in the world • Development and Growth of Hotel and Tourism industry in India. <p>Classification of Hotels by</p> <ul style="list-style-type: none"> • Location • Architectural design • Number of Rooms • Ownership • Pricing Plan • Type of Clientele • Duration of Guest stay • Facilities offered • Star rating criteria in India (HRACC) <p>Supplementary accommodation</p>	15

	<p>Tariff Structure</p> <ol style="list-style-type: none"> 1. Types of Rooms Single, Double, Twin, Hollywood twin, Interconnecting, Adjacent, Adjoining, Lanai, Penthouse, Duplex, Efficiency, Physically Challenged, Studio, Parlour, Hospitality Room, Suite (Types) 2. Tariff Fixation Check-in and Check-out basis, 24 hour basis, on the basis of competitor's rate, Night basis, Day rate. 3. Types of Meal Plans European, Continental, Bermuda Plan, Modified American Plan (Half-Board, Demi- Pension), and American Plan (Full-Board: En Pension). 4. Packages and Special Rates Rack rate, Group rate, Volume rate, Government rate, FIT, Wholesale net rate, discounted rates, Seasonal rate, Crib Rate, Extra bed rate, Family rate, Crew rate, Week day/Weekend rates, Membership rates, Executives of the other units of the same chian, Corporate rate, Commercial rate, Advance purchase rate Package rate, Ad-hoc rate 5. Taxation <ul style="list-style-type: none"> • Luxury tax, Expenditure tax, Sales tax, Value added tax and other statutory taxes. • Service Charges. <p>Organisation of the Front Office Department</p> <ol style="list-style-type: none"> 1. Organisation charts of <ul style="list-style-type: none"> • Small Hotel • Medium Hotel • Large Hotel 2. Sections of the Front Office Department 	<p>15</p>
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	<p>3. Inter and Intra departmental Co-ordination</p> <p>4. Job Specifications and Job Description</p> <ul style="list-style-type: none">• Front Office Manager• Duty Manager <p>Guest Relations Executive</p>	
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III.	Telecommunications <ul style="list-style-type: none"> • Introduction • Types of Exchange- PBX, PABX, EPABX • Other Communication Equipment- Walkie- Talkies, Pagers, Mobile Phones, Telephone Instruments, Pay Phones, Facsimile. • Organisation of the Telecommunications department • Job descriptions of the Telecommunications department supervisor & Operator • Skills and Competencies of the Telephone Operator • General duties of a Telephone Operator • Internet Access- Introduction, Dial up access, High speed with wired access, High speed with wireless access • Future of Hotel telephones- Voice-over-internet-protocol (VOIP) • AYS – at your service 	15
TOTAL THEORY HOURS		45

REFERENCE BOOKS:-

Name of the book	Author	Publisher	Place of Publication
Jatashankar Tiwari	Front Office Management	Oxford University Press	New Delhi
Andrews, Sudhir	Hotel Front Office Training Manual	The Tata M'cGraw Hill	New Delhi
Kasavana, Michael & Brooks, Richard	Managing Front Office Operations	AHMA	USA

Baker & Bradley	Principles of Hotel front Office Operations	Cassell	London
Deveau, insley & deveav, Patricia	Front Office Management and Operations (2)	Prentice Hall	NEW JERSEY
Bullied, An Ritchie, Caroline	Reception	Stanley Thornes	london
Chakravarti, B.K.	Front Office Management In Hotel	BNS Publishers	New Delhi
Braham, Bruce	Hotel Front Office	Hutchinson	London
Ford, Robert & Heaton, Cherrill	Managing the guest Experience	Delmar Publishers	London
Bardi,James	Hotel Front office Management	John wiley & sons	new Jersey
Aggarwal.Ravi	Hotel front Office	sublime Publications	jaipur
Huyton Jeremy & Baker Sue	Case Studies in Rooms Operations and	Hospitality Press P Ltd.	Melbourne

	Management		
Bhatnagar S.K.	Front office Management	Frank Bros & Co.	New delhi
Andrews, Sudhir	Hotel Front Office Training Manual(latest ed)	The Tata M'cGraw Hill	New delhi
Chakravarti B.K.	Front Office Management in Hotel	CBS Publisher	New Delhi
Chakravarti B.K.	Concept of Front Office Management	APH Publishing	New Delhi
	India(Tourist Guide)	Lonely Planet	

FRONT OFFICE SEMESTER - I (ASSIGNMENTS)

All students should be given individual assignments. Out of the following given options each student needs to work on any two.

SR. No.	TOPIC FOR ASSIGNMENTS	MARKS
1	Countries, Capitals, Currencies	
2	Airlines and Airline codes (National Carrier and Domestic)	
3	Names of Airports : National and International	

HOUSEKEEPING SEMESTER – I (THEORY)

Name of the Programme	Duration	Semester	Course/ Course Code
B.Sc. in Hospitality Studies	Six Semesters	I	Housek eeping I(USHO 104)
Course Code	Title	Credits	
USHO104	Housekeeping-I	2+2	

For Course Per week 1 lecture/period is 60 minutes duration	For Subject per week 1 lecture/period is 60 minutes
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				duration			
	Theory	Practical					
Actual Contact	3	--					
Credit	2	--					

Semester I – 15 weeks

THEORY					PRACTICAL				
Hours / week	Total Hours	Notional Hours	Credits	Total Marks	Hours / week	Total Hours	Notional Hours	Credits	Total Marks
03	45	25	02		--	--	--	--	--

OBJECTIVES:

At the end of semester I:-

- The student will be able to identify the role of the housekeeping department and explain its organization structure and importance.
- The student will be able to list the basic cleaning equipments, cleaning agents and explain their use.
- Will be able to perform basic cleaning procedures of various surfaces.

Contents of syllabus for USHO 104

UNIT	TOPICS	LEC
I	1. INTRODUCTION TO HOUSE KEEPING DEPARTMENT 1.1 Types of Hotel & services offered 1.2 Types of Room 1.3 Role of Housekeeping department in a Hotel 1.4 Personality Traits of Housekeeping Personnel 1.5 Daily routine in Housekeeping 1.6 Glossary	15
II.	1. ORGANIZATION OF HOUSEKEEPING DEPARTMENT 1.1 Organization Chart of a Small, Medium & Large Hotel 1.2 Duties & Responsibilities of House Keeping Personnel 1.3 Inter departmental coordination	09

	1.4 Control Desk Operations	
	2. CLEANING EQUIPMENT	
	2.1 Classification of Cleaning Equipment	06
	2.2 Use & Care of Equipment	
	2.3 Glossary	
III.	1. CLEANING AGENTS	1.1
	Classification	
	1.2 Use, care & Storage	08
	1.3 Distribution & Control	
	1.4 Glossary	
	2. CLEANING & POLISHING OF DIFFERENT SURFACES	
	2.1 Metals	07
	2.2 Glass	
	2.3 Plastic	
	2.4 Ceramics	
	2.5 Wood	
	2.6 Leather	

	2.7 Rexene	
	TOTAL THEORY HOURS	45

REFERENCE BOOKS:-

1. Hotel Housekeeping Operations and Management – G. Raghubalan & Smritee Raghubalan – Oxford University Press.
2. Housekeeping Operations, Design and Management – Malini Singh & Jaya B. George – Jaico Publications.
3. Housekeeping Management – Margaret Kappa, Aleta Nitschken, Patricia B. Schappert – A.H. & L.A.
4. Hotel Hostel and Hospital Housekeeping – Joan Branson & Margaret Lennox –
5. Hotel Housekeeping Management & Operations – Sudhir Andrew – McGraw Hill Companies.

HOUSEKEEPING SEMESTER - I (ASSIGNMENTS)

All students should be given individual assignments. Out of the following given options each student needs to work on any two.

SR. No.	TOPIC FOR ASSIGNMENTS	MARKS
1.	Design and Layout of a Room Maids Trolley (Front View &	10

	Top View)	
2.	Organizational Chart of a Small, Medium & Large Hotel.	10
3.	Layout of the Housekeeping Department of a Small, Medium & Large Hotel.	10
4.	Layout and design of a Floor Pantry.	10
5.	Cleaning Agents from one manufacturer	10

ROOMS DIVISION MANAGEMENT –I (PRACTICAL)

Name of the Programme	Duration	Semester	Course/Course Code
B.Sc. in Hospitality Studies	Six Semesters	I	RDM-I Practical-USHO105
Course Code	Title	Credits	

USHO105	RDM-Practical-I	2	
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For Course Per week 1 lecture/period is 60 minutes duration				For Subject per week 1 lecture/period is 60 minutes duration			
	Theory	Practical					
Actual Contact	--	4					
Credit	--	2					

Semester I – 15 weeks

THEORY					PRACTICAL					Total Credits
Hours / week	Total Hours	Notional Hours	Credits	Total Marks	Hours / week	Total Hours	Notional Hours	Credits	Total Marks	Lecture
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Contents of syllabus for USHO 105

Front Office – I (Practical)

Sr.	Topic	Hr
1	<ul style="list-style-type: none"> Grooming Standards- For Boys and Girls Social Etiquettes- Soft Skills 	6
2	TELEPHONE HANDLING <ul style="list-style-type: none"> Transferring calls Call on hold Procedure Voice modulation 	12
3	KNOW YOUR CITY- MUMBAI/ NAVI MUMBAI ETC Shopping, Tourist attractions, Beaches, Historical and Archaeological monuments, Religious sites, Hotels and Restaurants, Live Theatres, Cinema Halls and Multiplexes, Handicrafts, Hospitals, Consulates and Embassies etc.	12

HOUSEKEEPING - I (PRACTICAL)

SR. NO.	PRACTICALS	HOURS
1	Introduction to Housekeeping practical, grooming and journal	02
2	Introduction to all cleaning equipments, agents and surfaces & Orientation of the different areas	02
3	Dusting (high & low)	04
4	Floor cleaning- Sweeping & mopping – Dry and Wet Mopping	02
5	Floor cleaning – Scrubbing – Manual and with Machines	02
6	Cleaning and Polishing of Brass (Functional & Decorative) – Demo &	02

	Practical	
7	Cleaning and polishing of Silver (Functional & Decorative) – Demo & Practical	02
8	Cleaning and polishing of steel/chrome – Demo & Practical	02
9	Cleaning of Glass – Demo & Practical	02
10	Cleaning of Tiles – Demo & Practical	02
11	Cleaning and polishing of Wood Surfaces – Demo & Practical	02
12	Cleaning and polishing of Laminated Wood – Demo & Practical	02
13	Cleaning and polishing of Marble/ Granite – Demo & Practical	04
	TOTAL PRACTICAL HOURS	30

REFERENCES:

(b) Semester end assessment - 30 marks

- A candidate will be given a 2 activities bed making and polishing or special cleaning of any surface or area
- Assessment will be done as follows

Journal	Grooming	Work sheet	Activity One	Activity Two	Viva-Voce
10	10	10	10	10	10

- Marks obtained out of 60 shall be converted to out of 30 to the next integer for final calculation.

COMMUNICATION SKILLS (ENGLISH & FRENCH)

LANGUAGE SKILLS – 45 Hours

Semester - I

Name of the Programme	Duration	Semester	Course/ Course Code
B.Sc. in Hospitality Studies	Six Semesters	I	Communication Skills

			USHO106
Course Code	Title	Credits	
USHO 106	Communication Skills (English and French)	2	

For Course Per week 1 lecture/period is 60 minutes duration				For Subject per week 1 lecture/period is 60 minutes duration			
	Theory	Practical					
Actual Contact	3	--					
Credit	2	--					

Semester I – 15 weeks

THEORY					PRACTICAL				
Hours / week	Total Hours	Notional Hours	Credits	Total Marks	Hours / week	Total Hours	Notional Hours	Credits	Total Marks
03	45	25	02		--	--	--	--	--

OBJECTIVES:

- Developing and adapting speaking and achieve listening skills and strategies.
- Generating, planning and drafting ideas
- Improving vocabulary for precision and impact
- Using grammar (French & English) accurately and appropriately.
- Structuring, organising and presenting texts in variety of formats.
- To be able to understand and speak basic French.

Contents of syllabus for USHO 108

Unit		LEC
I	<ul style="list-style-type: none"> • 1.1 The sentence – Kinds of sentences – Subjects & Predicate • 1.2 The Phrase and the Clause • 1.3 Parts of speech – Noun, Adjective, Pronoun, Verb, Adverb, Preposition, Conjunction, Interjection 	3
	2.1 Noun- Kinds of Noun- i.e Common, Proper, Collective, Abstract	6
	2.2 The Noun: Gender – Masculine, Feminine, Common and Neuter gender	
2.3 The Adjective – Kinds of Adjectives, Comparison of Adjectives – Positive, Comparitive and Superlative Degrees. The correct use of some Adjectives Viz little, a little etc		

	2.4 Articles – Use of Definite Article and Indefinite Article	
	2.5 Personal Pronouns – Forms of the Personal Pronouns - i.e First Person etc.	
	(French)	
	1. Translate the Dialogue into English	
	2.Culinary Terms. Translate to French using match the columns/crosswords	
Unit2		
II	1.1 The Verb – Transitive and Intransitive Verbs, Person & Number' Active and Passive Voice' Direct and Indirect Speech;	6
	1.2 Tense: Present Tense; Past Tense; Future Tense;	
	1.3 Adverb: Kinds of Adverbs	
	1.4 The Preposition – Kinds of Prepositions – Using appropriate prepositions	
	1.5 The Conjunction – use of appropriate Conjunctions – Classes of Conjunctions The Interjection – Meaning of & some example	
	2.1 Punctuation	4

	2.2 Commonly confused words / Common Errors / Antonyms / synonyms	
	(French)	
1	Days , Months, Numbers, Seasons	5
2	Plan a five course menu in French	

Unit3		
III	1.1 Newspaper Reading – current affairs	6
	1.2 Comprehension , Preci writing, Paragraph writing	
	2.1 Conversation / Role Play	5
	2.2 Public Speaking	
	(French)	
1	Make Negative, make plurals, conjugate in the present tense: avoir etre,Faire, Manger,Boire,mettre	4
	Total Theory Hours	45

REFERENCE (English)

- Business Communication – Meenakshi Raman and Prakash Singh
- Business Correspondence and Report writing – R.K.Sharma and Krishna Mohan
- Business Communication – Chaturvedi
- High School English – Wren and Martin

- Understanding Human Communication – Ronald B Adler and George Rodman (with CD)
- Skills Development for Business and Management Students - Kevin Gallagher
- Personality and Skills Development – Barun Mitra (with CD)
- Technical Communication , 2nd Edition – Meenakshi Raman (with CD)
- Corporate Communication – Jaishri Jethwaney
- Understanding Human Communication-Ronald B. Adler / George Rooman - Oxford

REFERENCES (French)

- E. J. Neather - Mastering of French I & II - Macmillan - 1982
- Bridget Anfossy - Speak French Today - Augo - 1991
- R. Diez La Cortina - Cortina's French Method - Grosset & Dunlop - 1988
- Mathuram Bondo - Modern French Course - D. C. Heath & Co. -.1983.
- Course de langue et civilizaion Franchises. G. Mauger.
- Oxford French Dictionary

SEMESTER - I (ASSIGNMENTS)

All students should be given individual assignments. Out of the following given options each student needs to work on any two.

SR. No.	TOPIC FOR ASSIGNMENTS	MARKS
1.	Paragraph writing on myself (100 words) & Presentation on it.	10
2.	Essay on hospitality industry (500 words)	10
3.	Group Discussion, news paper reporting, letter writing (formal & informal)	10
4.	Speaking skills – conversation skills in French	10
5.	Presentation on any given topic	10

INFORMATION TECHNOLOGY (THEORY)**(SEMESTER – I) – 15 Weeks**

Name of the Programme	Duration	Semester	Course/Course Code
B.Sc. in Hospitality Studies	Six Semesters	I	INFORMATION TECHNOLOGY(USHO 107)
Course Code	Title	Credits	

USHO107	INFORMATION TECHNOLOGY	2	
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For Course Per week 1 lecture/period is 60 minutes duration				For Subject per week 1 lecture/period is 60 minutes duration			
	Theory	Practical					
Actual Contact	1	2					
Credit	2						

Semester I – 15 weeks

THEORY					PRACTICAL					Total Credits
Hours / week	Total Hours	Notional Hours	Credits	Total Marks	Hours / week	Total Hours	Notional Hours	Credits	Total Marks	Lecture
01	15	20	02	--	02	30	05	02	--	02

Objective: To equip the student with the theory inputs with respect to understanding the fundamentals of computers and necessary skills to operate the generic applications and standard operating systems

Contents of syllabus for USHO 107**(Theory – 15 Hrs)****Unit I**

Sr.	Topic	LEC
A	Introduction to Computer Fundamentals	15
	<ul style="list-style-type: none"> • 5 Parts of Computer • Difference between Hardware & Software • Difference Between Data and Information • Types of Computers – Server (Types), Clients (Types of Portable Computer) • Application Software • System Software • Software Copyright – Freeware, Shareware, Licensed 	
B	Software	
	<ul style="list-style-type: none"> • Application Software – Word Processor, Spreadsheet, Database Management, Presentation, Media, Outlook, Browser and Utility Software like Acrobat Reader • System Software – Operating System (Windows, Linux, Android) • Device Driver • Utility Software – VLC Player, File Converter 	
C	Hardware	
	<ul style="list-style-type: none"> • Introduction of Central Processing Unit • Processor – Intel, AMD, Clock Speed 	

- Input Devices – Keyboard, Mouse, Mic, Scanner, Barcode Reader, RFID, Touch Screen
- Output Devices – Displays (CRT, TFT, LCD, Plasma, LED, Projector)
- Display Resolution
- Printers – Inkjet, Laser, Thermal
- Storage Devices – Primary (RAM & ROM), Secondary (HDD, Flash Drive, USB, CD/DVD, Blue Ray, Media Players)

D Networking

- Types of Network (LAN, WAN, MAN)
- Topology (Bus, Star, Ring, Mesh & Tree)
- Network Hardware – (Cables – RJ45, RJ11, MTRJ, Switch, Routers, Access Point, Modem)
- IP and MAC Address, Subnet, Gateway, DNS
- Understanding Network Address & Node Address
- Network Security – Firewalls (Hardware & Software)
- Bandwidth

E Internet

- Intranet, Internet & Extranet
- WWW, HTTP, Domains
- VPN & VoIP
- Search Engines
- ISP & Bandwidth

(Practical 30 Hrs)

Sr.	Topic	
1	Computer Architecture (DEMO)	02
	<ul style="list-style-type: none"> • Motherboard, RAM, PCI Slots, SMPS & different Ports 	

2 Operating System 06

- DOS Commands (CMD, IP, IPCONFIG, DIR, CLS, PING etc.)
- Introduction to Desktop
- Control Panel
- Configuring Printers (Standalone & Network)
- Sharing & Security

3 Word 2007 06

Microsoft word

File, Edit, View, Insert, Format, Tools, Table Commands

Page Setup, Print Options, Setting Page Margins

Clip Arts, Inserting Pictures/Charts/Files

Correcting Text, Cut, Paste, Undo, Redo, Deleting Blank Lines, Inserting A Page, Typing Over Text, Replacing Text, Moving And Copying Text. Menu Method, Key Board Method, Tool Bar Method, Drag & Drop Method, Checking Text, The Spell Checker, Auto Correct Check Up, The Sanrus, The Grammar Checker, Formatting A Text, Changing Type Style, Character Highlighting, Alignment Of Text, Left, Right, Center, Justifying Text-Types & Tab Setting, Setting Tab Using Ruler, Indenting Paragraphs, Increasing And Decreasing Indents, Using Ruler To Set Indents, Spacing Paragraph Line Spacing, Spacing Between Paragraphs, Page Views, Normal Views, Page Layout View, Outline View, Print Preview, "Full Screen View, Master Document View, Magnification, 200 M Control In Any View, Page Formatting, Setting Margins, Paper Size, Printing In Landscape Or Portrait Orientation, Page Numbering, Adjoining Page Numbering, Deleting Page Numbering, Header & Footer, Creating And Editing, Inserting And Deleting Pages In A Document, Saving The Text, Saving The File To Disk, Closing A File, Opening A Non-Work

Document, Printing The Text.

4 EXCEL

06

Processing With Ms Excel, Starting Excel, Starting New Work Book, Entering And Editing Data, Formatting Work Sheet, Sorting The Data, The Worksheet Selecting Cells And Ranges, Selecting With Mouse, Data Entry, Entering Numbers, Text, Date 4 Time Entries, Entering Series, Filing A Text Series With Auto Fill, Filing A Number Series, Editing Data, Clearance And Replacing Contents Of A Cell, Deleting The Contents Of A Range Of Cell, Rearranging Work Sheet Data, Copying, Auto Correct, Spell Checking, File dose, Formatting Data, Font Selection, Aligning Data, Format Style, Formatting Work Book, Arranging, Hiding, Un hiding, Inserting Columns And Rows, Adjusting Width, Copying And Moving, Inserting And Deleting Sheets From Work Book, Mathematical Operator, Exponentiation And Percentage Operators, Logical Or Comparison Operators, Using Mouse To Create A Formula.

Inserting A Chart, Chart Types, Modifying Chart, Adding Drawing To The Chart, Printing In Excel, Print Parameters, Default And Changing Default Settings, Sorting, Printing Etc.

5 POWERPOINT

08

Power Point Terminology-Getting Into Power Point-Creating, Opening And Saving Presentations- The Easy Way-Using Auto Content Wizard-Working With Blank Presentation-Using The Templates-Using The Slide Master-Working With Color Schemes-

Working With Slides-Making A New Slide -Move, Copy Or Duplicate Slides-Delete A Slide-Copy A Slide From One Presentation To Another-Go To Specific Slide-Change The Lay Out Of A Slide-Zoom In Or Out Of Slide-Working With Text In Power Point-Cutting, Copying and Pasting-Formatting Text, Change Font & Size, Shadowing, Embossing-Alignment The Text-Left, Center, Right And Justify-Power Of Graphics In Power Point-Working With Clipart Picture-Using Microsoft Excel-Chart-Using Organization Charts-Power Point Drawings-Ways To Draw-Adding Lines-Connecting Lines-Borders And Adding Curves-Creating Word Tables-Making Great Looking Presentations(Putting On A Show)-Arranging, Creating Animated Slides- Manually Advancing Slides-Adding And Removing Transitions-Running A Presentation Continuously-Printing The Presentation Elements.

6 Outlook

02

- Configuration

(b) Practical Semester end assessment - 30 marks

- A candidate will asked to carry out skill based practical in the Computer lab.
- Assessment will be done as follows

File	Grooming	Skill Set-I	Skill Set-II	Viva -voce
10	10	10	10	10

- Marks obtained out of 50 shall be converted to out of 30 to the next integer for final calculation.

FOOD SAFETY AND NUTRITION

Name of the Programme	Duration	Semester	Course/ Course Code
B.Sc. in Hospitality Studies	Six Semesters	I	Food Safety & Nutrition(USHO 108)
Course Code	Title	Credits	
USHO108	Food Safety & Nutrition	2	

For Course Per week 1 lecture/period is 60 minutes duration				For Subject per week 1 lecture/period is 60 minutes duration			
	Theory	Practical					
Actual Contact	4	--					

Credit	2	--					
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Semester I – 15 weeks

THEORY					PRACTICAL				
Hours / week	Total Hours	Notional Hours	Credits	Total Marks	Hours / week	Total Hours	Notional Hours	Credits	Total Marks
04	45	10	02		--	--	--	--	--

Contents of syllabus for USHO 108

OBJECTIVES:

At the end of Semester – I

- To learn about the importance of hygiene & sanitation in the catering industry
- To get acquainted with the food standards.
- To learn about ways to minimize food poisoning and infections.
- To understand function, sources & deficiency of nutrients.
- To gain basic knowledge of nutrition
- To gain knowledge about maintenance of good health.
- To understand the changes brought about in food nutrients during processing

Semester I – 15 weeks

UNIT	TOPIC	LEC
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I	INTRODUCTION TO HYGIENE	15
	1.1 Rules & importance of hygiene	
	1.2 Personal Hygiene	
	1.3 Cleaning of premises	
	1.4 Pest Control	
	1.5 Waste disposal	
	HACCP	
	2.1 Introduction	
	2.2 Importance	
	2.3 VII Critical Control Points	

MICROBES	
3.1 Introduction (Bacteria, Yeast, Mould)	
3.2 Classification	
3.3 Factors for growth	
3.4 Role of microbes in manufacture of fermented foods (dairy products, Veg. & bakery preparations, alcoholic Bev., vinegar, fermented Indian foods)	

II	<p>FOOD BORNE ILLNESS</p> <p>1.1 Natural Toxins (Kesari Dal, Potatoes, Mushrooms, Shell Fish, Peanuts)</p> <p>1.2 Chemical (Tin, Copper, Arsenic, Lead)</p> <p>1.3 Bacterial toxins (staphylococcus, salmonella, Clostridium perfringens, Clostridium botulinum)</p> <p>1.4 Food poisoning & Infections</p> <ul style="list-style-type: none"> • Definitions 	15
	<p>FOOD ADULTERATION</p> <p>2.1 Definition and types</p> <p>2.2 Test to detect (coffee, semolina, flour, ghee, butter, margarine, oil, milk, turmeric, coriander powder, pepper corn , meat etc.</p>	

<p>FOOD ADDITIVES</p> <p>3.1 Colours & Flavours</p> <p>3.2 Browning reactions-causes, desirable & undesirable effects)</p>	
<p>FOOD PRESERVATION</p> <p>❖ Methods of Preservation</p> <p>4.1 Natural & Chemical Preservation</p> <p>4.2 Low temperature(Refrigeration, Freezing)</p> <p>4.3 High Temperature(Pasteurisation, Sterilization, Canning)</p> <p>4.4 Irradiation</p>	
<p>FOOD STORAGE</p> <p>5.1 Dry food store</p> <p>5.2 Refrigerated store</p> <p>5.3 Freezer store</p> <p>5.4 Holding at High Temperature</p>	

<p>III</p>	<p>INTRODUCTION TO NUTRITION</p> <p>1.1- Definitions(Food, balanced diet, nutrition, over nutrition, under nutrition, malnutrition, health)</p> <p>1.2 - Balanced diet-Food pyramid</p> <hr/> <p>CARBOHYDRATES</p> <p>2.1 - Classification & composition</p> <p>2.2 - Functions & requirements, sources</p> <p>2.3 - Excess & Deficiency</p> <p>2.4 -Uses in food preparation (Gelatinization, Gel formation, Dextrinization, Gluten formation, Caremelization)</p>	<p>15</p>
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PROTEINS	
3.1 - Classification & Composition	
3.2 - Functions & requirements, Sources	
3.3 - Excess & Deficiency	
3.4 - Uses in food preparation	
3.5 - Effect of heat (Denaturation, Coagulation)	
3.6 - Gel formation	
3.7 - Foaming	
FATS&OILS	
4.1- Classification & Composition	
4.2 - Functions & requirements, Sources	
4.3 - Excess & Deficiency	
4.4 - Types, Sources, Uses	
4.5 - Factors causing deterioration	
4.6 - Rancidity	
4.7 - Flavour reversion	
4.8 - Shortening	

VITAMINS, MINERALS, WATER & COLLOIDS	
5.1	- Functions
5.2	- Sources
5.3	- Deficiency & Excess
5.4	- Fat soluble & water soluble Vitamins (A,D,E,K,B1,B2,B3,C)
5.5	- Minerals (Ca,P, Na,K,Fe,I,Fl)
5.6	- Importance, balance & Sources
5.7	- Cooking losses & prevention
5.8	- Definitions (sol, gels, foam, emulsion)
5.9	- Examples(roasting, grilling, frying, baking, boiling, poaching, microwave)
5.10	- Importance in food industry

REFERENCE BOOKS

Sr no	Author	Title	Publisher	Place	Year		
1	Hobbs, Betty & Roberts,	Food Poisoning and Food	Hoddr & Stoughton	Great Britain	1993		
2	Rodey S		Tata Mcgraw Hill	New Dehli	1999		
3	Trickett, Jill	Food Hygiene for Food Handlers	Macmillion	Hongkong	1997		
4	Knowles Tim	Food Safety in the Hospitality Industry	Butterworth Heinemann	Oxford	2002		
5	Scott Elizabeth & Sockett Paul	How To Prevent Food	John Wiley & sons	New York	1998		
6	Loken Joan	The HACCP Food Safety Manual	John Wiley & sons	New York	1994		
7	Commercial law Publishers	The Prevention of Food Adulteration Act	Commercial law Publishers	Mumbai	2008		
8	Mahindru S.N.	Food Additives	APH Publishing Corp	New Delhi	2008		
9	Sareen, Sandeep	Food Preservation	Sarup & sons	New delhi	1999		
10	VanGarde Shirley & Woodburn	Food Preservation & Safety	Surabhi Publication	Jaipur	1999		
		11	M.Swaminathan	Food & Nutrition Vol-I	Bappco.	Bangalore	1985
		12	M.Swaminathan	Food & Nutrition Vol-II	Bappco.	Bangalore	1985
		13	M.Swaminathan	Food & Nutrition	Bappco.	Bangalore	1996
		14	B.Srilakshmi	Food Science	New Age International	New Delhi	2007
		15	Roday Sunetra	Food Science & Nutrition	Oxford Uni.Press	New Delhi	2010
		16	Adams MR. & Moss M.O.	Food Microbiology	New Age International	New Delhi	2006

17	Jim Mann & A. Stewart Truswell	Essentials of Human Nutrition	Oxbord University Press	New Delhi	2010
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Semester II - B.Sc. Hospitality Studies

Course Code	Subject	Class Room Instruction Face to Face									Notional			Credits				
		Per Week			Per Sem			Per Sem Hrs										
		L	P	T	L	P	T	L	P	T	L	P	T	Total	L	P	T	Total
USHO201	Food Production & Patisserie II	3	4	-	45	60	-	45	60	-	25	10	-	140	2	2	-	4
USHO202	Food & Beverage Service II	3	4	-	45	60	-	45	60	-	25	10	-	140	2	2	-	4
USHO203	Front Office II	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
USHO204	Housekeeping II	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
USHO205	Rooms Division Management(Practicals) II	-	4	-	-	60	-	-	60	-	-	10	-	70	-	2	-	2
USHO206	Communication Skill II (English & French)	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
USHO207	Principles of Hotel Accountancy	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
USHO208	Principles of Management	3	-	-	45	-	-	45	-	-	25	-	-	70	2	-	-	2
	Total	21	12	-	315	180	-	315	180	-	175	30	-	700	14	6	-	20

L one lecture / period of 60 minutes (1 hr.) **P** Practical **T** Tutorial

Notional includes time spent in library / home / other institutions for preparation and writing of assignments, quizzes, open book test, journal, case studies, project, practical, field work, excursion, etc.

FOOD PRODUCTION & PÂTISSERIE-II (Theory)

Name of the Programme	Duration	Semester	Course/ Course Code
B.Sc. in Hospitality Studies	Six Semesters	II	Food Production & Patisserie- II(USHO 201)
Course Code	Title	Credits	
USHO102	Food Production & Patisserie-I	2+2	

For Course Per week 1 lecture/period is 60 minutes duration				For Subject per week 1 lecture/period is 60 minutes duration			
	Theory	Practical					
Actual Contact	3	4					
Credit	2	2					

Class Room Instruction Face to Face									Notional			Credits				
Per Week			Per Sem			Per Sem Hrs										
L	P	T	L	P	T	L	P	T	L	P	T	Total	L	P	T	Total
3	4	-	45	60	-	45	60	-	25	10	-	140	2	2	-	4

OBJECTIVES:

- To develop a keen interest in food production and to enable students to experiment, innovate and progressively produce a variety of preparation / dishes.
- To gain confidence to adapt to the technical skills and the art of preparing different menus, Indian as well as Continental.

- By the end of the second semester students should be confident enough in their skills which would boost their morale to take up the challenge of bulk cookery in the third and fourth semester.

UNIT NO.	Ch. No.	TOPIC	Hrs.
01	1	Culinary Terms with Explanation & Examples	03
	2	Layout of Kitchen	03
		2.1 General Layout of the Kitchen	
		2.2 Receiving Area	
		2.3 Storage	
		2.4 Wash up	
	3	Soups	02
		3.1 Classification with Examples	
		3.2 Consommé and Garnishes with their names (Any 10 common name)	
	4	Fish Mongery	02
		4.1 Classification of Fish with examples	
		4.2 Selection, Cooking & Storage of Fish	
		4.3 Local Names of Fin Fish and Shell Fish	
		4.4 Cuts of Fish	
	5	Poultry	02
		5.1 Cuts of Poultry	
		5.2 Selection and Uses of Cuts	
	6	Rice, Cereals & Pulses	03
		6.1 Introduction, Classification of Cereals and Pulses	
	6.2 Varieties of Rice and Byproducts		
	6.3 Nutritive Value of Various Cereals		
	6.4 Sprouts and Uses		
UNIT NO.	Ch. No.	TOPIC	Hrs.
02	7	Meat	04
		7.1 Introduction to Meat Cookery	

	7.2 Cuts of Lamb, Pork, Beef / Veal	
	7.3 Variety of Meats / Offal	
	7.4 Selection and Storage of Meats	
8	Milk and Milk Products	05
	8.1 Introduction, Processing of Milk, Pasteurization, Homogenization, Milk in Various Forms e.g. Toned, Powder, Skimmed, Condensed & Evaporated.	
	8.2 Cream – Introduction, Processing & Types	
	8.3 Butter – Introduction, Processing & Types	
	8.4 Cheese – Introduction, Classification with Examples, Processing, Types, Cooking with Cheese and Uses.	
9	Bakery & Pastry	03
	Shortening – Fats and Oils	
	9.1 Saturated and Un-saturated Fats	
	9.2 Advantages & Disadvantages of Using Fats	
	9.3 Varieties of Shortening	
10	Tea & Coffee	02
	10.1 Introduction	
	10.2 Producing Regions/Country	
	10.3 Types and Methods of Preparation	
	10.4 Popular Brands and Variety Available	
11	Thickening Agents used in Indian Gravies	01
	11.1 Role of Thickening Agents	

UNIT NO.	Ch. No.	TOPIC	Hrs.
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03	12	Indian Cookery	03
		12.1 History of Spices and Trade Routes	
		12.2 Basic Spices, Condiments and Masalas	
		12.3 Role of Spices in Indian Cuisine	
		12.4 Indian Equivalent name	
		12.5 Blending of Spices	
		12.6 Concept of Wet and Dry Masalas	
		12.7 Regional Varieties of Basic Masalas	
		12.8 Basic Composition of Some Important Masalas	
	13	Menu Planning	02
		13.1 History of Menu	
		13.2 Types of Menu	
		13.3 Menu Planning Principles	
	14	Bakery & Pastry	04
		14.1 Pastries	
		<ul style="list-style-type: none"> • Classification of Pastries • Varieties • Role of Each Ingredient • Baking Temperature and Time of Each Pastry 	
		14.2 Pastry Cream	
		<ul style="list-style-type: none"> • Basic Pastry Cream • Use in Confectionery • Preparation and Care in Production 	03
		14.3 Cocoa and Chocolate	
		<ul style="list-style-type: none"> • Introduction, Production and Manufacture • Varieties of Chocolates • Tempering of Chocolates 	
			03

Culinary Terms**(Explanation of the following Culinary Terms with examples)**

1. Bhurta	2. Baghar	3. Bain Marie
4. Bisque	5. Bortsch	6. Brioche
7. Canapés	8. Choux	9. Cisel
10. Compote	11. Concasse	12. Condiments
13. Croissant	14. Darne	15. Force Meat
16. Garniture	17. Gateaux	18. Genoese
19. Hors d' oeuvre	20. Larding	21. Macedione
22. Matignon	23. Mousse	24. Mousseline
25. Panada	26. Paneer	27. Pimento
28. Khoya	29. Potage	30. Pot Pourri
31. Ragout	32. Rechauffe	33. Roe
34. Royal	35. Royale	36. Saffron
37. Sear	38. Seasoned Flour	39. Soufflé
40. Stew	41. Supreme	42. Kofta
43. Tronçon	44. Zest	

REFERENCE BOOKS

1. Parvinder S. Bali – Quantity Food Production and Indian Cuisine
2. Thangam Philip – Modern Cookery I & II – Orient Longman – 2001
3. Auguste Escoffier – Ma Cuisine – Hamlyn – 2000
4. Digvijay Singh – Cooking Delight of the Maharajas – Vakils, Feffer & Son's Ltd. – 1982
5. Philip Dowell & Adrian Barley – The Book of Ingredients – Mermaid Books – 1987
6. Wayne Gisslen – Professional Baking – John Wiley & Sons – 1994
7. Martha Day – Baking – Lorenz Books – 1999
8. M. J. Leto & Bode – The Larder Chef – Heinemann Publishing House – 1989
9. Parvinder S. Bali - Food Production Operations
10. Thangam E. Philip - Modern Cookery for Teaching and Trade - 4th Vol. - 1996
11. Krishna Arora - Theory of Cookery – 2nd – 1992
12. Wayne Gisselen - Professional Cooking – 4th – 1992
13. Wayne Gisselen - Professional Baking – 2nd – 1994
14. J. C. Dubey - Basic Bakery - 1st – 1992
15. Kinton Ceserani - Theory of Catering – 7th – 1996
16. Bernard Davis - Food Commodities - 4th – 1998
17. Daniel R. Stevenson - Basic Cookery The Process Approach - 5th - 1997

(Practical - Bakery)

Sr.	Topic
1	Breads <ul style="list-style-type: none"> • Cheese & Garlic Bread • French Bread • Brioche
2	Pastries <ul style="list-style-type: none"> • Flaky Pastry • Puff Pastry (Cheese Straws) • Quiche • Danish Pastry
3	Cakes <ul style="list-style-type: none"> • Yule Log • Fruit Cake • Chocolate Brownies • Marble Cake
4	Cookies <ul style="list-style-type: none"> • Peanut Cookies • Chocolate Chip Cookies • Coconut Macaroons
5	Chocolate Rocks

(Food Production Practical)

Sr.	Topic
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1	Suggested Menu Patterns <ul style="list-style-type: none"> • Indian Menus • Continental Menus
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PRACTICAL MENU

I	Snack Menu	
	Non-Veg	Veg.
	1. Chicken / Beef Burgers 2. Chicken Grilled Sandwich 3. Chicken Pizza 4. Kheema Samosa 5. Mince Meat Croquettes 6. Shami Kabab 7. Chicken Lollypop 8. Fish Fingers	1. Veg. Burger 2. Veg Grilled Sandwich 3. Veg. Pizza 4. Punjabi Samosa 5. Chutney Pattice 6. Chillie Cheese Toast 7. Aloo Chat 8. Wada
	Accompaniments: Green / Red / Tamarind Chutney, Tartare Sauce,	

	Hot Garlic Sauce, Tomato Sauce
II	Salads
	<ol style="list-style-type: none"> 1) Tossed Salad with French Dressing 2) Waldorf Salad 3) Palak / Pineapple / Anar Raita 4) Chicken Hawain Salad 5) Salad Caprese 6) Ceasar Salad
III	Soups
	<ol style="list-style-type: none"> 1) Consommé Jacqueline / Celestine 2) Soupe à l' oignon à la François 3) Puree Lentils 4) Crème de Volaille 5) Soupe Cockie Leekie 6) Soupe Vichyssoise 7) Sea Food Chowder 8) Gazpacho 9) Mulligutwany
IV	Poisson
	<ol style="list-style-type: none"> 1) Fried Fish with tartare Sauce 2) Grilled Fish with Hollandaise Sauce 3) Baked Fish in Provencale Sauce 4) Fillet de Pomfret Cubat 5) Goan Fish Curry
V	Poulet
	<ol style="list-style-type: none"> 1) Poulet à la Rex 2) Poulet Sauté Mireille 3) Poulet Sauté Parmentier 4) Masala Roast Chicken 5) Murg Khorma
VI	Entrees
	<ol style="list-style-type: none"> 1) Scotch Eggs 2) Spaghetti Bolognaise 3) Grilled Steaks with Pepper Sauce 4) Barbeque Pork Chops with Robert Sauce 5) Goulash de Boeuf à la Hongroise 6) Mutton Nilgiri Khorma 7) Mutton Rogan Josh
VII	Entremettes

	<ol style="list-style-type: none"> 1) Mixed Vegetables Bhujija 2) Baingan Bharta 3) Muttar Kumbh Masala 4) Courge Provencale 5) Corn and Pepper au gratin 	<ol style="list-style-type: none"> 6) Boquetier de Legumes 7) Aubergine à la Turque 8) Spaghetti with Mushroom & Cheese Sauce 9) Cheese and Cauliflower Soufflé 10) Baked Spinach
VIII	Potatoes	
	<ol style="list-style-type: none"> 1) Pommes de terre Croquettes 2) Jacket baked Potatoes 3) Pommes Chateau 4) Pommes Marquise 	<ol style="list-style-type: none"> 5) Gratin de Pommes de terre Dauphinoise 6) Bubble and Squeak 7) Garlic & Herb Roast Potatoes 8) Soufflé de Pommes de Terre
IX	Cereals & Pulses	
	<ol style="list-style-type: none"> 1) Aloo ki Tihari 2) Pea Pulao 3) Riz Pilaf 4) Makhani Dal 5) Dal Fry 6) Moong Dal with Palak 	
X	Rotis & Parathas	
	<ol style="list-style-type: none"> 1) Satpura Parathas 2) Dhakai Parathas 3) Missie Roti 4) Chapati 	
XI	Hot Dessert	
	<ol style="list-style-type: none"> 1) Gajar / Beetroot Halwa 2) Shahi Tukra 3) Christmas Pudding with Custard Sauce 4) Crêpe Suzette 	
XII	Cold Dessert	
	<ol style="list-style-type: none"> 1) Blancmange 2) Fruit Trifle 3) Chocolate Mousse 4) Diplomat Pudding 5) Chocolate / Vanilla Panacotta 	

Scheme of Examination (Theory)**(a) Internal assessment- 40 marks**

Sr. No.	Evaluation type	Marks
1	Two assignments/ case study/ projects	20
2	One class test (multiple choice questions objective)	10
3	Active participation in routine class instructional deliveries (case studies/ seminars/ presentation)	05
4	Overall conduct as a responsible student, manners, skill, in articulation, leadership qualities demonstrated through organizing co-curricular activities, etc.	05
	Total	40

(b) Semester end examination (Pattern of Question Paper):-**Theory**

First Semester (Duration 2 hrs.)		
Questions in Examination Paper	Units	Maximum Marks
Q - 1	1, 2,3	15
Q - 2	1	15
Q - 3	2	15
Q - 4	3	15

Total	60
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- Question no. 1 should be of short answer type questions having six sub questions (2 from each unit) of 3 marks each. Total 5 questions are to be attempted.
- Question 2, 3 & 4 should be from topics mentioned in the table total 3 sub questions to be attempted of 5 marks each out of the choice of 4 sub questions.

Conduct of Practical Examination

(a) Internal assessment- 20 marks

Sr. No.	Evaluation type	Marks
1	Two best practical	10
2	Journal	05

3	Viva	05
4	Internal assessment	20

(b) Semester end assessment - 30 marks

- Candidate will be given a menu comprising of 4 dishes.
- Indent sheet and plan of work sheet to be filled by the candidate of the menu he gets.
- He / she supposed to collect indents, prepare and present the dishes in the menu within stipulated time.
- Cleaning and securing equipments and working area is also to be done within stipulated time.

Assessment will be done as follows –

Journal	Indent Sheet & plan of work	Colour	Consistency	Taste	Texture	Viva-voce	Personal Grooming ,Cleaning
10	10	10	10	10	10	10	10

Marks obtained out of 80 shall be converted to out of 30 to the next integer for final calculation.

FOOD AND BEVERAGE SERVICE SEMESTER – II (THEORY)

Name of the Programme	Duration	Semester	Course/ Course Code
B.Sc. in Hospitality Studies	Six Semesters	II	Food & Bevera ge Service- II(USHO 202)
Course Code	Title	Credits	
USHO202	Food & Beverage Service-II	2+2	

For Course Per week 1 lecture/period is 60 minutes duration			For Subject per week 1 lecture/period is 60 minutes duration			
	Theory	Practical				
Actual Contact	3	4				
Credit	2	2				

Semester II – 15 weeks

THEORY					PRACTICAL					Total Credits
Hours / week	Total Hours	Notional Hours	Credits	Total Marks	Hours / week	Total Hours	Notional Hours	Credits	Total Marks	Lecture + Practical
03	45	25	02		04	60	10	02		04

OBJECTIVES:

At the end of semester II the student will be able to identify:

- The different types of Menus and principles of menu planning.
- Sequence and course in the French classical menu also identify general accompaniments.
- Types, storage and service of Tobacco and Non alcoholic beverages.
- Simple control system followed in a restaurant.

Contents of syllabus for USHO 202

UNIT NO.	TOPICS	TOTAL NO. OF HOURS
I	<p>1. MEALS AND MENU PLANNING</p> <p>1.1 Menu – Origin, definition & objectives</p> <p>1.2 Types of meals (Breakfast, Brunch, Lunch, Afternoon tea, High tea, Dinner)</p> <p>1.3 Types of Menu</p> <p>a) A la carte</p> <p>b) Table d' hote</p> <p>c) Cyclic menu</p> <p>d) Banquet menu</p> <p>e) Carte du jour / plat du jour</p> <p>f) Californian menu</p> <p>g) Take-away</p> <p>Other types of menu</p> <p>a). Children's menu</p> <p>b). Club menu</p>	15

	<p>c). Ethnic menu</p> <p>d). Health menu</p> <p>e). Spa Menu,</p> <p>f). Ayurvedic Menu</p> <p>1.4 Principles of Menu planning</p> <p>1.5 Breakfast: English, Continental, American, Indian</p> <p>1.6 Types of Tea Service: Full Afternoon Tea, High Tea.</p>	
II.	<p>1. French Classical Menu:</p> <p>1.1 a. Sequence and Courses.</p> <p style="padding-left: 40px;">b. General Accompaniments.</p> <p>1.2 Ice creams: Types & categories of Ice creams</p>	12
	<p>2. TOBACCO</p> <p>a) Introduction to Cigars and cigarettes.</p> <p>b) Types of tobacco</p> <p>c) Shape, size, color & Brand names with country of origin.</p>	03
III.	<p>1.1 NON ALCOHOLIC BEVERAGES</p> <p>a. Definition of beverages</p> <p>b. Classification chart –alcoholic & non alcoholic drinks.</p> <p>c. Stimulating-Tea, Coffee & Cocoa, (origin, manufacture, Method of preparation, types & brands)</p> <p>d. Nourishing-health drinks</p> <p>e. Refreshing –juices, squashes, crushes, syrups & aerated water</p> <p>f. Table Water (origin, types & brands) & carbonated water.</p>	06

	1.2 SIMPLE CONTROL SYSTEMS. a) Restaurant reservation system b) KOT Checking System c) Types of KOT / BOT d) Method of billing (manual & computerised)	05
	GLOSSARY Aboyeur A la Carte A l'Anglaise A l'Orly Aperient water Allemande Brunch Banquet Buffet Froid Brasserie Bisques Batwina Brotsch Bouillabaisse Bills of fare Balsamic Vinegar Chalybeate water Chateaubriand Consomme Canapé Caesar Salad Charcuterie Corn on the cob Cranberry Sauce. Cayenne Pepper Cumberland Sauce. Café au lait Caviar Cyclic Menu Carte du jour Dessert Debarrasseur Entrée Escargots Entremets En cocotte Farineux Fromage	04

	French Dressing	Fruitarians	
	Gravlax	Gnocchi	
	Hors-d'oeuvres	Hûîtres	
	Humidor	Horseradish Sauce.	
	Kroupnich	Kosher	
	Legumes	Lacto-Ovo Vegetarians	
	Mineral water	Malt Vinegar	
	Menu	Mousses	
	Macaroni	Mint Sauce	
	Maitre d' hotel	Nicoise Salad	
	Natural Spring water	Oeufs	
	Olive Oil	Potages	
	Poisson	Pates	
	Parisienne	Rouille	
	Releve	Rôti	
	Sorbet	Salade	
	Savoureux	Smoked Salmon	
	Sur la plat	Semolina	
	Tofu	Tabasco Sauce	
	Tartare Sauce	Table d'hôte	
	TIPS	Worcestershire Sauce	
	TOTAL THEORY HOURS		45

REFERENCE BOOKS:-

- Dennis Lillicrap, John Cousins and Robert Smith-
- Vijay Dhawan- Food and Beverage Service
- Peter Dias- The Steward-
- John Fuller & A.J. Currie-

- Sudhir Andrews- Food and Beverage Service-
- Bobby George-Food & Beverage Service-

FOOD AND BEVERAGE SERVICE SEMESTER - II(ASSIGNMENTS)

All students should be given individual assignments. Out of the following given options each student needs to work on any two.

SR. No.	TOPIC FOR ASSIGNMENTS	MARKS
1.	Planning a 13 course French classical menu with general accompaniments.	
2.	Planning of an a la carte menu of a Specialty Restaurant or coffee shop.	
3.	Planning of American and continental breakfast menu with appropriate layout.	
4.	List five types of Tea and Coffee , explaining the composition of each.	
5.	Formats of special food checks (KOT)	

FOOD & BEVERAGE SERVICE SEMESTER – 2

(PRACTICAL)

SR. NO.	PRACTICALS	HOURS
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1	MEALS AND MENU PLANNING <ul style="list-style-type: none"> • Menu Planning (Planning and compilation of 4,5,6 courses menu. lunch and dinner, English & French) Table d hote menu (cover, taking order & service) 	12
2	<ul style="list-style-type: none"> • Types of table service <ul style="list-style-type: none"> ○ Silver service/ English service ○ American/ Plated ○ Family ○ Russian ○ French/ butler 	08
3	Points to be considered while waiting at the table.	01
4	Menu, cover, taking order & procedure for Service of Breakfast (Continental, American, English & Indian.	10
5	Breakfast tray & trolley setups.	03
6	Taking order & service of pot tea & coffee.	02
7	Menu, cover, taking order & procedure for full afternoon tea. (table, tray & trolley)	04
8	Menu, cover, taking order & procedure for High Tea. (table, tray & trolley)	04
9	NON ALCOHOLIC BEVERAGES. <ul style="list-style-type: none"> • Service of carbonated (fresh lime soda & soft drinks), refreshing (juice), nourishing (milk shakes) 	02
10	<ul style="list-style-type: none"> • Procedure of service of tea. (tea bags, envelop, camomile & jasmine). 	02
11	<ul style="list-style-type: none"> • Procedure of service of coffee (instant, plunger, filter, cappuccino & ristretto) 	02
12	CHAPTER 3. TOBACCO Procedure of Service of cigars and cigarettes.	02
13	CHAPTER 4. SIMPLE CONTROL SYSTEMS. Writing of manual food check (KOT, suivant, supplement, retour en place, accident & Non chargeable)	04

14	Guest lecture on food & beverage controls After the lecture the student is required to submit a report.	04
	TOTAL PRACTICAL HOURS	60

Scheme of Examination (Theory)**(a) Internal assessment- 40 marks**

Sr. No.	Evaluation type	Marks
1	Two assignments/ case study/ projects	20
2	One class test (multiple choice questions objective)	10
3	Active participation in routine class instructional deliveries (case studies/ seminars/ presentation)	05
4	Overall conduct as a responsible student, manners, skill, in articulation, leadership qualities demonstrated through organizing co-curricular activities, etc.	05
	Total	40

(b) Semester end examination (Pattern of Question Paper):-**Theory**

First Semester (Duration 2 hrs.)		
Questions in Examination Paper	Units	Maximum Marks
Q - 1	1, 2, 3	15
Q - 2	1	15
Q - 3	2	15
Q - 4	3	15
	Total	60

- Question no. 1 should be of short answer type questions having six sub questions (2 from each unit) of 3 marks each. Total 5 questions are to be attempted.

- Question 2, 3 & 4 should be from topics mentioned in the table total 3 sub questions to be attempted of 5 marks each out of the choice of 4 sub questions.

Conduct of Practical Examination

(a) Internal assessment- 20 marks

Sr. No.	Evaluation type	Marks
1	Two best practical	10
2	Journal	05
3	Viva	05
		20

(b) Semester end assessment - 30 marks

- A candidate will be given a menu to compile and laying table for it.
- Assessment will be done as follows

Journal	Grooming	Service of Food & Non-Alcoholic Beverages	Menu Planning	Cover laying	Viva - voce
10	10	10	10	10	10

- Marks obtained out of 60 shall be converted to out of 30 to the next integer for final calculation.

FRONT OFFICE SEMESTER – II (THEORY)

Name of the Programme	Duration	Semester	Course/Course Code
B.Sc. in Hospitality Studies	Six Semesters	II	FRONT OFFICE II(USHO 203)
Course Code	Title	Credits	
USHO203	FRONT OFFICE-II	2	

For Course Per week 1 lecture/period is 60 minutes duration				For Subject per week 1 lecture/period is 60 minutes duration			
	Theory	Practical					
Actual Contact	3	--					
Credit	2	--					

Semester I – 15 weeks

THEORY					PRACTICAL				
Hours / week	Total Hours	Notional Hours	Credits	Total Marks	Hours / week	Total Hours	Notional Hours	Credits	Total Marks

03	45	25	02		--	--	--	--	--
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OBJECTIVES:

At the end of semester II:-

The student should be able to understand the concept and functioning of room reservations, Reception and Guest services.

Contents of syllabus for USHO 203**Semester II – 15 weeks**

UNIT NO.	TOPICS	TOTAL NO. OF HOURS
I	RESERVATIONS <ul style="list-style-type: none"> • Sources of Reservations • Modes of Reservations • Types of Reservations • Systems of reservations • Overbooking • Job Description of Reservation Personnel 	15
II.	RECEPTION <ul style="list-style-type: none"> • Profiling the guest • Guest Registration Process • Regular and Non Regular Guest • 'C'Form & 'F' Form 	15
III.	GUEST SERVICES <ul style="list-style-type: none"> • Handling Guest Mail • Message Handling • Custody and Handling of Keys • Guest Paging • Safe Deposit Locker • Guest Room Change • Custody of Deposited Luggage 	15

	TOTAL THEORY HOURS	45
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REFERENCE BOOKS:-

Name of the book	Author	Publisher	Place of Publication
Jatashankar Tiwari	Front Office Management	Oxford University Press	New Delhi
Andrews, Sudhir	Hotel Front Office Training Manual	The Tata M'cGraw Hill	New Delhi
Kasavana, Michael & Brooks, Richard	Managing Front Office Operations	AHMA	USA
Baker & Bradley	Principles of Hotel front Office Operations	Cassell	London
Deveau, insley & deveav, Patricia	Front Office Management and Operations (2)	Prentice Hall	NEW JERSEY
Bullied, An Ritchie, Caroline	Reception	Stanley Thornes	london
Chakravarti, B.K.	Front Office Management In Hotel	BNS Publishers	New Delhi
Braham, Bruce	Hotel Front Office	Hutchinson	London
Ford, Robert & Heaton, Cherrill	Managing the guest Experience	Delmar Publishers	London
Bardi,James	Hotel Front office Management	John wiley & sons	new Jersey
Aggarwal.Ravi	Hotel front Office	sublime Publications	jaipur

Huyton Jeremy & Baker Sue	Case Studies in Rooms Operations and Management	Hospitality Press P Ltd.	Melbourne
Bhatnagar S.K.	Front office Management	Frank Bros & Co.	New delhi
Andrews, Sudhir	Hotel Front Office Training Manual(latest ed)	The Tata M'cGraw Hill	New delhi
Chakravarti B.K.	Front Office Management in Hotel	CBS Publisher	New Delhi
Chakravarti B.K.	Concept of Front Office Management	APH Publishing	New Delhi
	India(Tourist Guide)	Lonely Planet	

FRONT OFFICE SEMESTER - II (ASSIGNMENTS)

All students should be given individual assignments. Out of the following given options each student needs to work on any two.

SR. No.	TOPIC FOR ASSIGNMENTS	MARKS
1	Indian States and Union Territories – Capital and Their regional languages	
2	Fact sheet of 5 star hotels in Mumbai	
3	Website Review of Hotels in Mumbai	

Scheme of Examination (Theory)**(b) Internal assessment- 40 marks**

Sr. No.	Evaluation type	Marks
1	Two assignments/ case study/ projects	20
2	One class test (multiple choice questions objective)	10
3	Active participation in routine class instructional deliveries (case studies/ seminars/ presentation)	05
4	Overall conduct as a responsible student, manners, skill, in articulation, leadership qualities demonstrated through organizing co-curricular activities, etc.	05
	Total	40

b) Semester end examination (Pattern of Question Paper):-**Theory**

First Semester (Duration 2 hrs.)		
Questions in Examination Paper	Units	Maximum Marks
Q - 1	1, 2, 3	15
Q - 2	1	15
Q - 3	2	15
Q - 4	3	15
Total		60

- Question no. 1 should be of short answer type questions having six sub questions (2 from each unit) of 3 marks each. Total 5 questions are to be attempted.
- Question 2, 3 & 4 should be from topics mentioned in the table total 3 sub questions to be attempted of 5 marks each out of the choice of 4 sub questions.

HOUSEKEEPING SEMESTER – II (THEORY)

Name of the Programme	Duration	Semester	Course/Co urse Code
B.Sc. in Hospitality Studies	Six Semesters	II	Housekeepi ng II(USHO 204)
Course Code	Title	Credits	
USHO204	Housekeeping-II	2	

For Course Per week 1 lecture/period is 60 minutes duration				For Subject per week 1 lecture/period is 60 minutes duration			
	Theory	Practical					
Actual Contact	3	--					
Credit	2	--					

Semester II – 15 weeks

THEORY

Hours / week	Total Hours	Notional Hours	Credits	Total Marks
03	45	25	02	

OBJECTIVES:

At the end of semester II:-

- The student will be able to list and explain the various operational areas, procedures and formats of the housekeeping department.
- The student will be able to enlist and implement Standard Operating Procedures (SOP's) for routine cleaning procedures of various guest areas.

Contents of syllabus for USHO 204

UNIT NO.	TOPICS	TOTAL NO. OF HOURS
I.	1. CLEANING OF DIFFERENT AREAS	15
	1.1 Safe & Hygiene Cleaning	
	1.2 Principles & Factors Responsible for Cleaning	
	1.3 Types of Cleaning	
	1.4 Public Area Cleaning	
	1.5 Room Cleaning- Occupied, Departure & Vacant	
	1.6 Under Repair Room	
	1.7 Glossary	
II.	1. TYPES OF ROOM SERVICES	03
	1.1 Morning, Evening Service & Special Services	
	2. MAIDS SERVICE ROOM / HOUSE KEEPING PANTRY	04
2.1 Location		
2.2 Layout		
	2.3 Setting up a Maids Trolley	

	3. GUEST ROOM SUPPLIES & AMENITIES	
	3.1 Standard, Regular, VIP	04
	3.2 Standard Contents of a Guest Room	
	4. FORMATS USED IN THE HOUSEKEEPING DEPARTMENT	
	4.1 Lost and Found Register	
	4.2 Lost and Found Slip	
	4.3 Gate Pass	
	4.4 Key Control Register	
	4.5 Guest Message Register/ Call Register	
	4.6 Housekeeping Room Status Report	
	4.6.1 Floor Supervisors Report	
	4.6.2 Control Desk Rooms Report (consolidated)	
	4.7 Departure / Clearance Report	04
	4.8 Housekeeping Room Inspection Checklist / Maids Report	
	4.9 Log Book	
	4.10 Missing / Damaged Property Register	
	4.11 Maintenance Register	
	4.12 Spring Cleaning / Deep Cleaning Format	
	4.13 Special Cleaning Format	
	1. LOST & FOUND	
	1.1 Procedure & Records	04
	2. KEY & KEY CONTROLS	02
III.	3. SITUATION HANDLING	
	3.1 How to enter a guest room	
	- if the guest is sleeping in the room	
	- if the guest is in the bathroom	
	- if the guest in the room is inappropriately dressed	
	3.2 Maintenance Complaints	06

3.3	Opening of a room for guest	
3.4	Room Status Discrepancy	
3.5	Handling reportable situations	
	- DND	
	- DL	
	- Scanty Baggage	
	- No Baggage	
	- Sleep Out	
	- Suspicious Person	
	- Extra Person	
4. PEST CONTROL		
4.1	Prevention and control of commonly found pests –	
	- Mosquitoes	- white ants / termites
	- Flies	- spiders
	- bed-bugs	- rodents
	- cockroaches	- wood borers
	- lizards	- pigeons
TOTAL THEORY HOURS		45

REFERENCE BOOKS:-

1. Hotel Housekeeping Operations and Management – G. Raghubalan & Smritee Raghubalan – Oxford University Press.
2. Housekeeping Operations, Design and Management – Malini Singh & Jaya B. George – Jaico Publications.
3. Housekeeping Management – Margaret Kappa, Aleta Nitschken, Patricia B. Schappert – A.H. & L.A.
4. Hotel Hostel and Hospital Housekeeping – Joan Branson & Margaret Lennox –
5. Hotel Housekeeping Management & Operations – Sudhir Andrew – McGraw Hill Companies.

HOUSEKEEPING SEMESTER – II (ASSIGNMENTS)

All students should be given individual assignments. Out of the following given options each student needs to work on any 2.

SR. NO.	TOPIC FOR ASSIGNMENT	MARKS		
1.	Different types of Cleaning Equipments with their brands, price and capacity OR Different types of Cleaning Agents with their brands, price and dilution ratio	10 10		
2.	Composition, price, use and care and maintenance of different surfaces used in the hospitality industry (any 1 surface per student) <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> - Marble - Granite - Kota - Ceramics - Stone - Wood </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> - Vinyl - Glass - Kadappa - Rubber - Vitrified Tiles - Mosaic </td> </tr> </tbody> </table>	<ul style="list-style-type: none"> - Marble - Granite - Kota - Ceramics - Stone - Wood 	<ul style="list-style-type: none"> - Vinyl - Glass - Kadappa - Rubber - Vitrified Tiles - Mosaic 	10
<ul style="list-style-type: none"> - Marble - Granite - Kota - Ceramics - Stone - Wood 	<ul style="list-style-type: none"> - Vinyl - Glass - Kadappa - Rubber - Vitrified Tiles - Mosaic 			

Scheme of Examination (Theory)**(c) Internal assessment- 40 marks**

Sr. No.	Evaluation type	Marks
1	Two assignments/ case study/ projects	20
2	One class test (multiple choice questions objective)	10
3	Active participation in routine class instructional deliveries (case studies/ seminars/ presentation)	05
4	Overall conduct as a responsible student, manners, skill, in articulation, leadership qualities demonstrated through organizing co-curricular activities, etc.	05
	Total	40

(b) Semester end examination (Pattern of Question Paper):-**Theory**

First Semester (Duration 2 hrs.)		
Questions in Examination Paper	Units	Maximum Marks
Q - 1	1, 2,3	15
Q - 2	1	15
Q - 3	2	15
Q - 4	3	15
Total		60

- Question no. 1 should be of short answer type questions having six sub questions (2 from each unit) of 3 marks each. Total 5 questions are to be attempted.
- Question 2, 3 & 4 should be from topics mentioned in the table total 3 sub questions to be attempted of 5 marks each out of the choice of 4 sub questions.

Rooms Division Management –II (Practical)

Name of the Programme	Duration	Semester	Course/Cou rse Code
B.Sc. in Hospitality Studies	Six Semesters	II	RDM-I Practical- USHO205
Course Code	Title	Credits	
USHO205	RDM-Practical-II	2	

For Course Per week 1 lecture/period is 60 minutes duration			For Subject per week1 lecture/period is 60 minutes duration			
	Theory	Practical				
Actual Contact	--	4				
Credit	--	2				

Semester I – 15 weeks

THEORY					PRACTICAL				
Hours / week	Total Hours	Notional Hours	Credits	Total Marks	Hours / week	Total Hours	Notional Hours	Credits	Total Marks
--	--	--	--	--	4	60	10	02	--

Contents of syllabus for USHO 205**FRONT OFFICE PRACTICAL – II**

Sr.	Topic	Hours
1	Taking down a room reservation	8
2	Check in procedure	8
3	Check out procedure	8
4	Escorting a guest	6
	TOTAL PRACTICAL HOURS	30

HOUSEKEEPING PRACTICAL – II

SR. NO.	TOPIC	HOURS
1.	Bed making by the Traditional method, making bed with a duvet, summer bed, turn down service, foot fold etc – Explanation and demo	06
2.	Bed making - practice	08
3.	Guest room Cleaning	04
4.	Bath Room Cleaning	04
5.	Carpet Cleaning – Spot cleaning and Vacuuming	02
6.	Telephone Cleaning	02
7.	Leather and Rexene cleaning	02

8.	Painted surface cleaning – spot cleaning	02
	TOTAL PRACTICAL HOURS	30

(a) Semester end examination (Pattern of Question Paper):-**Theory**

First Semester (Duration 2 hrs.)		
Questions in Examination Paper	Units	Maximum Marks
Q - 1	1, 2,3	15
Q - 2	1	15
Q - 3	2	15
Q - 4	3	15
	Total	60

- Question no. 1 should be of short answer type questions having six sub questions (2 from each unit) of 3 marks each. Total 5 questions are to be attempted.
- Question 2, 3 & 4 should be from topics mentioned in the table total 3 sub questions to be attempted of 5 marks each out of the choice of 4 sub questions.

Conduct of Practical Examination**(a) Internal assessment- 20 marks**

Sr. No.	Evaluation type	Marks
1	Two best practical	10
2	Journal	05
3	Viva	05
		20

(b) Semester end assessment - 30 marks

- A candidate will be given a 2 activities bed making and polishing or special cleaning of any surface or area
- Assessment will be done as follows

Journal	Grooming	Work sheet	Activity One	Activity Two	Viva-Voce
10	10	10	10	10	10

- Marks obtained out of 60 shall be converted to out of 30 to the next integer for final calculation.

COMMUNICATION SKILLS (ENGLISH & FRENCH)

LANGUAGE SKILLS – 45 Hours

Name of the Programme	Duration	Semester	Course/Course Code
B.Sc. in Hospitality Studies	Six Semesters	II	Communication Skills –II USHO206
Course Code	Title	Credits	
USHO 206	Communication Skills (English and French)	2	

For Course Per week 1 lecture/period is 60 minutes duration				For Subject per week 1 lecture/period is 60 minutes duration			
	Theory	Practical					
Actual Contact	3	--					
Credit	2	--					

Semester I – 15 weeks

THEORY					PRACTICAL				
Hours / week	Total Hours	Notional Hours	Credits	Total Marks	Hours / week	Total Hours	Notional Hours	Credits	Total Marks
03	45	25	02		--	--	--	--	--

Unit 1		
1	CONCEPT OF COMMUNICATION	
	1.1 Process of Communication /	4 Hours
	1.2 Feed Back	
	1.3 Methods of Communication – Verbal / Non-Verbal	
	1.4 Channels of communication	
	1.5 Barriers of Communication	
2	ORGANIZATIONAL COMMUNICATION	
	2.1 Upward, downward, lateral communication and their purposes functions, grapevine	2 Hours
	2.2 Written communication – Memos, Circulars, notices	
	French	
1	Time, At the Office in a restaurant, Asking direction	9 Hours
UNIT 1-15 TEACHING HOURS		

Unit -2		
	BUSINESS COMMUNICATION	
1	1.1 Planning the right look of a letter	5 Hours

	1.2 Types of letters- quotations, orders, claim and adjustment, sales, application, complaint / apology	
	REPORT WRITING	
2	2.1 Types of Reports	
	2.2 Structure of a report	
	2.3 Types of Reports	
	(French)	
1	Receipes-put in the correct order, Translate to English, Making Tea, Coffee, Bechamel, Veloute, Simple soups and salads	10 Hours
2	Culinary Terms	
	UNIT 2-15 TEACHING HOURS	
	Unit -3	
1	GROUP COMMUNICATION	
	1.1 Types of meetings /Advantages and Disadvantages	
	1.2 Participants Responsibilities / Brain Storming	2 Hours
	1.3 Structure of a meeting – Agenda and Minutes	
2	PRESENTATION	
	2.1 Making effective presentation /Speaker's appearance and personality	2 Hours
	2.2 Using Visual aids	
3	INTERVIEWS	
	3.1 Purpose / Types	
	3.2 Candidate's preparation – GD / PI	2 Hours
	(French)	
1	French Basic Conversation and Translation of Passages from French to English	7 Hours
	UNIT 3-15 TEACHING HOURS	
	Total Theory Hours	45 Hours

REFERENCE (English)

- Business Communication – Meenakshi Raman and Prakash Singh
- Business Correspondence and Report writing – R.K.Sharma and Krishna Mohan
- Business Communication – Chaturvedi
- High School English – Wren and Martin
- Understanding Human Communication – Ronald B Adler and George Rodman (with CD)
- Skills Development for Business and Management Students - Kevin Gallagher
- Personality and Skills Development – Barun Mitra (with CD)
- Technical Communication , 2nd Edition – Meenakshi Raman (with CD)

REFERENCES (French)

- E. J. Neather - Mastering of French I & II - Macmillan - 1982
- Bridget Anfossy - Speak French Today - Augo - 1991
- R. Diez La Cortina - Cortina's French Method - Grosset & Dunlop - 1988
- Mathuram Bondo - Modern French Course - D. C. Heath & Co. -.1983.
- Course de langue et civilizaion Franchises. G. Mauger.
- Oxford French Dictionary

Scheme of Examination (Theory)

(a) Internal assessment- 40 marks

Sr. No.	Evaluation type	Marks
1	Two assignments / projects	20
2	One class test (multiple choice questions objective)	10
3	Active participation in routine class instructional deliveries (case studies/ group discussion/ presentation)	05
4	Overall conduct as a responsible student, manners, skill, in articulation, leadership qualities & teamwork demonstrated through organizing co-curricular activities, etc.	05
	Total	40

(b) Semester end examination (Pattern of Question Paper):-

Theory

First Semester (Duration 2 hrs.)		
Questions in Examination Paper	Units	Maximum Marks
Q - 1	1, 2,3	15
Q - 2	1	15
Q - 3	2	15
Q - 4	3	15
Total		60

PRINCIPLES OF HOTEL ACCOUNTANCY

Name of the Programme	Duration	Semester	Course/Course Code
B.Sc. in Hospitality Studies	Six Semesters	II	PRINCIPLES OF HOTEL ACCOUNTANCY (USHO 207)
Course Code	Title	Credits	
USHO 207	PRINCIPLES OF HOTEL ACCOUNTANCY	2	

For Course Per week 1 lecture/period is 60 minutes duration				For Subject per week 1 lecture/period is 60 minutes duration			
	Theory	Practical					
Actual Contact	3	--					
Credit	2	--					

Semester I – 15 weeks

THEORY					PRACTICAL				
Hours / week	Total Hours	Notional Hours	Credits	Total Marks	Hours / week	Total Hours	Notional Hours	Credits	Total Marks
03	45	25	02		--	--	--	--	--

Contents of syllabus for USHO 207

SEMESTER – II

Sr.	Topic	Hr
	Unit – I (15 Hours)	
1.	Introduction to Accounting & Double Entry Book-Keeping	3
1.1	Terms (Account , Capital, Asset, Liabilities, Drawing, Goods, Debtor, Creditors, Solvent, Insolvent, Purchases, Sales, Bad debts)	
1.2	Nature, Importance, Objectives & advantages of accounting	
1.3	Nature & advantages of Double Entry Book –Keeping	
1.4	Classification of accounts.	
1.5	Applying Debit & Credit rules to a Transaction	
2.	Journal	4
2.1	Importance of Journal & its format	
2.2	Narrations	
2.3	Journalising simple & compound entries	
2.4	Practical Problems	
3.	Ledger	4
3.1	Importance of ledger & its format	
3.2	Posting entries & balancing ledger accounts	
4	Subsidiary Books	
4.1	Advantages of subsidiary Books	

4.2	Types of subsidiary Books	4
4.3	Practical problems on Purchase Book, Sales Book, Purchase – Return Book & Sales Return Book.	
	UNIT -II	
1.	Elements of cost & concept of Profit	7
1.1	Material cost (food & Beverage), Labour cost, overhead cost, Gross Profit, After wage profit & Net Profit.	
1.2	Practical Problems	
1.3	CASH BOOK	7
1.4	Triple Column Cash Book	
1.5	Contra Entries	
1.6	Practical Problems	
1.7	Types of Bank Account, Types of Cheques	
2.	Bank Reconciliation Statement	6
2.1	Purpose of Preparing B.R.S	
2.2	Advantages	
2.3	Simple Practical Problems	
3	Trial Balance	1
3.1	Importance of Trial Balance	
3.2	Net format of T.B	
4.	Capital & Revenue Expenditure & Deferred Revenue Expenditure	1
4.1	Nature of Capital & Revenue Expenditure	
4.2	Nature of Deferred Revenue Expenditure	

4.3	Examples	
1.	Final Accounts of sole – Trader (with Adjustments)	10
1.1	Importance, Purpose & Need for preparation of Final accounts.	
1.2	Practical Problems covering the following adjustments:- Closing stock Prepaid Expenses Outstanding Expenses Depreciation Bad Debts & Provision for Bad debts	
2.	Break Even Analysis :-	5
2.1	Variable cost, fixed cost & semi variable cost.	
2.2	Contribution, Profit/Volume Ratio & Break Even Point.	
2.3	Simple Practical Problems	

Scheme of Examination (Theory)**(b) Internal assessment- 40 marks**

Sr. No.	Evaluation type	Marks
1	Two assignments/ case study/ projects	20
2	One class test (multiple choice questions objective)	10
3	Active participation in routine class instructional deliveries (case studies/ seminars/ presentation)	05

4	Overall conduct as a responsible student, manners, skill, in articulation, leadership qualities demonstrated through organizing co-curricular activities, etc.	05
	Total	40

(b) Semester end examination (Pattern of Question Paper):-**Theory**

First Semester (Duration 2 hrs.)		
Questions in Examination Paper	Units	Maximum Marks
Q - 1	1, 2, 3	15
Q - 2	1	15
Q - 3	2	15
Q - 4	3	15
Total		60

- Question no. 1 should be of short answer type questions having six sub questions (2 from each unit) of 3 marks each. Total 5 questions are to be attempted.
- Question 2, 3 & 4 should be from topics mentioned in the table total 3 sub questions to be attempted of 5 marks each out of the choice of 4 sub questions.

PRINCIPLES OF MANAGEMENT
SEMESTER – II (THEORY)

Name of the Programme	Duration	Semester	Course/Course Code
B.Sc. in Hospitality Studies	Six Semesters	II	PRINCIPLES OF MANAGEMENT (USHO 208)
Course Code	Title	Credits	
USHO208	PRINCIPLES OF MANAGEMENT	2	

For Course Per week 1 lecture/period is 60 minutes duration				For Subject per week 1 lecture/period is 60 minutes duration			
	Theory	Practical					
Actual Contact	3	--					
Credit	2	--					

Semester I – 15 weeks

THEORY					PRACTICAL				
Hours / week	Total Hours	Notional Hours	Credits	Total Marks	Hours / week	Total Hours	Notional Hours	Credits	Total Marks
03	45	25	02		--	--	--	--	--

Contents of syllabus for USHO 208

OBJECTIVES:

At the end of semester II:-

- Programme activities and lecture to learn about emerging Indian Corporate World and Global Phenomenon with stress upon hospitality industry.
- To train the student as future managers and make them understand the working of an organisation.
- Teaching through PowerPoint presentations, case studies, activities, brain storming sessions, SWOT/PEST analysis etc.
- Trying to bridge the gap between management studies and real corporate world through real time stories from newspapers, journals and business magazines, books.
- Encouraging students to read more so as to refine their analytical power and sharpen business sense and become more aware of the business environment.
- Opportunity to participate in business discussions, article/book reviews and presentations

Semester I – 15 weeks

UNIT NO.	TOPICS	TOTAL NO. OF HOURS
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I.	<p>1. INTRODUCTION TO MANAGEMENT</p> <p>1.1 Evolution of management</p> <p>1.2 Definitions and Importance of Management</p> <p>1.3 Management as a Science and Art</p> <p>1.4 Principles of Management (14 principles of Fayol)</p> <p>1.5 Levels of Management and their functions</p> <p>1.6 Managerial skills</p> <p>1.7 Functions of Management</p> <p>1.8 Process of communication</p> <p>1.9 Business communication</p> <p>2. PLANNING</p> <p>2.1 Definition and Characteristics</p> <p>2.2 Planning Process (Steps in Planning)</p> <p>2.3 Essentials of a Good Plan</p> <p>2.4 Vision and mission Statements</p> <p>2.5 Planning with relation to hospitality industry</p> <p>2.6 Meaning and Process of MBO</p> <p>2.7 Meaning and steps in Decision Making</p>	15
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II	<p>3. ORGANIZING</p> <p>3.1 Meaning and Process of Organizing</p> <p>3.2 Formal and Informal Organization and Distinction</p> <p>3.3 Span of control (Meaning and Importance)</p> <p>3.4 Tall and Flat Organization</p> <p>3.5 Definition and Process of Delegation</p> <p>3.6 Centralization and Decentralization of Authority</p> <p>3.7 Departmentation and Basis of Departmentation</p> <p>3.8 Organisation chart</p> <p>3.9 Closed vs open system of organisation</p> <p>3.10 Line and Staff organization</p> <p>4. STAFFING AND COORDINATION</p> <p>4.1 Meaning and Importance of Staffing</p> <p>4.2 Internal and External Sources of Recruitment</p> <p>4.3 Coordination - As an essence of Management</p> <p>4.4 Principles of Coordination</p>	15
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III	<p>5. DIRECTING, MOTIVATING AND LEADING</p> <p>5.1 Meaning and importance of Directing</p> <p>5.2 Element of Directions / Components</p> <p>5.3 Definition of Motivation and factors</p> <p>5.4 Maslow's Need Hierarchy Theory</p> <p>5.5 Mc Gregor's Theory X and Theory Y</p> <p>5.6 Definition of Leadership and Leader</p> <p>5.7 Qualities of a Leader</p> <p>5.8 Leadership Styles</p> <p>5.9 Leaders from hospitality industry</p> <p>5.10 Leadership theory</p> <p>6. CONTROLLING</p> <p>6.1 Meaning</p> <p>6.2 Steps in Control process</p> <p>6.3 Types of control: feed forward, feedback, concurrent</p> <p>6.4 Time Management</p>	15
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REFERENCES

- Principles of Management – P.C.Tripati and Reddy
- Management Principles and Practices – Dr.M.Sakthivel Murugan
- Management and Organizational Development - Micheal Vaz and Meeta Seta
- Principles of Management-Harold Koontz

Scheme of Examination (Theory)

(c) Internal assessment- 40 marks

Sr. No.	Evaluation type	Marks
1	Two assignments/ case study/ projects	20
2	One class test (multiple choice questions objective)	10
3	Active participation in routine class instructional deliveries (case studies/ seminars/ presentation)	05
4	Overall conduct as a responsible student, manners, skill, in articulation, leadership qualities demonstrated through organizing co-curricular activities, etc.	05
	Total	40

(b) Semester end examination (Pattern of Question Paper):-**Theory**

First Semester (Duration 2 hrs.)		
Questions in Examination Paper	Units	Maximum Marks
Q - 1	1, 2, 3	15
Q - 2	1	15
Q - 3	2 & 3	15
Q - 4	Case study from any unit	15
Total		60

- Question no. 1 should be of short answer type questions having six sub questions (2 from each unit) of 3 marks each. Total 5 questions are to be attempted.
- Question 2, 3 & 4 should be from topics mentioned in the table total 3 sub questions to be attempted of 5 marks each out of the choice of 4 sub questions.