

12 **Teaching Scheme**

- a.		Subject Code	Clock Hours / Week		Total
			Theory	Practical	
1	English (Communication Skill)	90000001	2 Hrs	1 Hrs	3 Hrs
2	Entrepreneurship	90000014	2 Hrs	1 Hrs	3 Hrs
3	Computer Application	90000022	2 Hrs	1 Hrs	3 Hrs
4	Food & Beverage Service	40140001	3 Hrs	8 Hrs	11 Hrs
5	Food Production	40140002	3 Hrs	8 Hrs	11 Hrs
6	Accommodation services	40140004	3 Hrs	8 Hrs	11 Hrs
Total					42 Hrs

13 | **Internship** **Two Month Summer Internship from 1st May to 30th June is Compulsory.**

a.	Subject	Subject Code	Theory			P r a c t i c a l			Total	
			Duration	Max	Min	Duration	Max	Min	Max	Min
1	English (Communication Skill)	90000001	3 Hrs	10	25	3 Hrs	30	15	100	40
2	Entrepreneurship	90000014	3 Hrs	10	25	3 Hrs	30	15	100	40
3	Computer Application	90000022	3 Hrs	10	25	3 Hrs	30	15	100	40
4	Food & Beverage Service	40140001	3 Hrs	100	35	3 Hrs	100	50	200	85
5	Food Production	40140002	3 Hrs	100	35	3 Hrs	100	50	200	85
6	Accommodation services	40140004	3 Hrs	100	35	3 Hrs	100	50	200	85
Total									900	375



Subject Name : English (Communication Skill) - 1st Year

(Subject code : 90000001)

1) PROSE

	TOPIC	AUTHOR	
1	SPOKEN ENGLISH AND BROKEN ENGLISH	GEORGE BERNARD SHAW	
2	THE HOMECOMING	RABINDRANATH TAGORE	
3	WHAT WE MUST LEARN FROM THE WEST	N.R. NARAYAN MURTHY	
4	AFTER 20 YEARS	O .HENRY	
5	THE HAPPY PRINCE	OSCAR WILDE	

2) POETRY

1	IF	RUDYAR KIPLING	
2	BABY'S WORLD	RABINDRANATH TAGORE	
3	POISON TREE	WILLIAM BLAKE	
4	PSALM OF LIFE	H.W.LONGFELLOW	
5	HOPE	SIDDHARTH ANAND	

3) GRAMMER

		EXCERCISES
PARTS OF SPEECH NOUNS : KINDS OF NOUNS AND USAGES PRONOUNS PREPOSITIONS ADJECTIVES CONJUNCTION VERB ADVERB INTERJECTION	INTRODUCTION AND EXPLANATION	SENTENCE CORRECTIONS
ARTICLES / APOSTROPHES		
DIRECT /INDIRECT SPEECH		
HOMONYMS/HOMOPHONES		
FIGURES OF SPEECH		
LETTER WRITING - FORMAL AND INFORMAL		
COMPREHENSIONS		
EMAIL AND BUSINESS LETTERS (FORMAT TO BE TAUGHT WHICH IS USED IN WORKPLACE)		
COMPOSITIONS		

4) NON DETAIL



My experiments with truth - M.K.GANDHI (an autobiography)

5) PRACTICAL

PRACTICALS - 30 MARKS

(BASED ON PERSONAL ENHANCEMENT)(THROUGH SKITS/CHARTS/FLASH CARDS/SKITS/PRACTICAL PROJECT)

OBJECTIVE : GROOMING THE STUDENT TOWARDS HIS CAREER.

AT THE END OF EACH TOPIC, THE STUDENT HAS TO HAVE BENEFITTED FROM IT.

KNOW THYSELF

GOAL SETTING HELP STUDENTS IDENTIFY THEIR OWN GOALS AND THUS LINK TO THEIR CAREERS AS PART OF CURRICULUM

TIME MANAGEMENT

TEAM WORK

INTERPERSONAL COMMUNICATION

GENERAL KNOWLEDGE/ QUIZ BASED ON THEIR SUBJECT

SPOKEN ENGLISH



Subject Name : ENTREPRENEURSHIP - 1st Year

(Subject code : 90000014)

Theory	Practical
<p>Detailed Syllabus :</p> <p>1.0. Entrepreneurship</p> <p>1.1. Concept, Functions and need</p> <p>1.2. Entrepreneurship: Characteristics and Competency</p> <p>1.3. Relevance of Entrepreneurship to Socio-Economic Gain: generating National Wealth, creating Wage and Self -Employment, Micro, Small and Medium Enterprises, Optimizing Human and Natural Resource and Solving Problems in the path of prosperity, building enterprising Personality and Society.</p> <p>1.4. Process of Entrepreneurship Development.</p>	<p>Detailed Syllabus</p> <p>I. Study visit by students to any enterprise of own choice. With the help of a schedule/questionnaire the students will record observation regarding - the background of entrepreneur, reasons for selecting the entrepreneurial career, starting the enterprise, the type of enterprise, the process of setting this enterprise, products/services, production process, investment made and marketing practices followed, profit or loss, growth and development, problems faced, institutions/organizations which offer support and entrepreneur's level and type of satisfaction.</p>
<p>2.0. Entrepreneurial Pursuits and Human Activities:</p> <p>2.1. Nature, Purpose and pattern of Human Activities: Economic and Non-Economic, Need for innovation.</p> <p>2.2. Rationale and Relationship of Entrepreneurial pursuits and Human Activities.</p>	<p>II. Preparation of a brief report based on the observations made during study-visit to an enterprise.</p>
<p>3.0. Acquiring Entrepreneurial Values and Motivation</p> <p>3.1 Entrepreneurial Values, Attitude and Motivation- Meaning and concept.</p> <p>3.2 Developing Entrepreneurial Motivation and Competency - concept and process of Achievement Motivation, Self-efficacy, Creativity, Risk Taking, Leadership, Communication and Influencing Ability and Planning Action.</p> <p>3.3. Barriers to Entrepreneurship</p> <p>3.4. Help and support to Entrepreneurs</p>	
<p>4.0. Introduction to Market Dynamics</p> <p>4.1. Understanding a Market</p> <p>4.2. Competitive Analysis of the Market</p> <p>4.3. Patents, Trademarks and Copyright</p>	
<p>5.0. Project Selection</p> <p>5.1. Product Identification</p> <p>5.2. Project Formulation</p>	



Computer Applications- 1st year

(Subject Code - 90000022)

<u>Theory</u>	<u>Practical</u>
<p>Detailed Syllabus :</p> <p>1.0. Introduction</p> <p>1.1. Basic Computer and its structural theory</p> <p>1.2. Input devices</p> <p>1.3. Output devices</p> <p>1.4. Storage devices</p> <p>1.5. Computer types and their applications</p> <p>1.6. Computer Software/Hardware</p>	<p>Detailed Syllabus</p> <p>1.0. Computer basics</p> <p>1.1. Identification of Keyboard, Printer, Monitor Scanner, Webcam, Microphone, Speaker</p> <p>1.2. Sample collection of various type of storage devices, specifications and charts</p>
<p>2.0. Operating systems</p> <p>2.1. Various types of Operating systems</p> <p>2.2. Comparison between the different types of OS</p> <p>2.3. Network Operating systems and their features</p> <p>2.4. Microsoft Disk Operating System, its nature and history.</p> <p>2.5. Unix, features, merits and demerits in using Unix as OS.</p> <p>2.6. Microsoft Windows, development & growth of MS Windows, features, merits and demerits of MS Windows.</p> <p>2.7. MS Windows NT, features, merits & demerits</p> <p>2.8. System requirements for various Operating Systems</p> <p>2.9. Windows default icons and their applications</p>	<p>2.0. Practice</p> <p>2.1. Practice of MS DOS commands</p> <p>2.2. Installation of MS Windows</p> <p>2.3. Practice on Add/Remove programs</p> <p>2.4. Practice on My computer, Display properties, My documents, My Network places</p>
<p>3.0. Microsoft Word</p> <p>3.1. Introduction to MS Office</p> <p>3.2. MS Word applications</p> <p>3.3. Creation of Document and file operations</p> <p>3.4. Formatting features of document</p> <p>3.5. Modification/ editing documents</p> <p>3.6. Inserting images, files, tables, symbols and various attributes</p> <p>3.7. Creating and formatting of tables</p> <p>3.8. Mail merge</p> <p>3.9. Page layout and design features</p> <p>3.10. Spell & grammar check in documents</p> <p>3.10. Print preview & printing of documents</p> <p>3.11. Converting documents to PDF files.</p>	<p>3.0. Documentation</p> <p>3.1. Create and save a document</p> <p>3.2. Format the text with different font size, font styles</p> <p>3.3. Setting up different page sizes, orientation.</p> <p>3.4. Making various type of documents like Bio Data, letters, project reports</p> <p>3.5. Printing of documents</p>
<p>4.0. Microsoft Excel</p> <p>4.1. Introduction to Excel and its applications</p> <p>4.2. Features of MS Excel</p> <p>4.3. Outline of Worksheet & Workbook</p> <p>4.4. Data types</p> <p>4.5. Study of various menus of MS Excel</p> <p>4.6. Creation of worksheet, editing worksheets, save, copy & deleting worksheets.</p> <p>4.7. Functions of MS Excel</p> <p>4.8. Formulas of MS Excel.</p> <p>4.9. Types of charts, creation of data Charts, editing and insertion of charts.</p> <p>4.10. Sort facility</p> <p>4.11. Interconnecting Charts</p> <p>4.12. Page setup, printing worksheets, charts... etc.</p> <p>4.13. Converting Worksheets to PDF files.</p>	<p>4.0. Practice of Worksheets</p> <p>4.1. Create and save worksheets</p> <p>4.2. Editing the worksheets</p> <p>4.3. Formatting worksheets</p> <p>4.4. Insert charts</p> <p>4.5. Making worksheets using formulas & functions</p> <p>4.6. Making worksheets & printing with different formatting effects</p> <p>4.7. Making worksheets with images, numbers and print them</p>



Theory	Practical
<p>5.0. MS Power point</p> <p>5.1. General Introduction</p> <p>5.2. Features & Applications of MS Power point</p> <p>5.3. Creating Presentations</p> <p>5.4. Study of different layouts and making presentations using different layouts</p> <p>5.5. Using different animation effects.</p> <p>5.6. Add Audio/Voice and visual effects to slides.</p> <p>5.7. Filtration</p> <p>5.8. Converting presentations to PDF files.</p> <p>5.9. Inserting images, symbols to slides</p>	<p>5.0. Power Point practice</p> <p>5.1. Create Slides of different types</p> <p>5.2. Running presentations</p> <p>5.3. Add slide transition effects and run slide show</p> <p>5.4. Make presentations with audio/visual effects.</p> <p>5.5. Printing PPT files</p> <p>5.6. Making PDF format of PPT files</p>
<p>6.0. Networking & Internet Utilities</p> <p>6.1. General Introduction of Computer Networking</p> <p>6.2. Requirements/ Applications of Computer Networking</p> <p>6.3. Layouts of Different Networks</p> <p>6.4. Study of various Networking components</p> <p>6.5. Limitations and merits of different topologies</p> <p>6.6. Study of Server/client concept</p> <p>6.7. Internet & its applications</p> <p>6.8. Email and Chatting</p> <p>6.9. E-trading concepts</p> <p>6.10. Downloading files (Text and media files)</p>	<p>6.0. Networking practice</p> <p>6.1. Identifying different network components</p> <p>6.2. Collecting samples, charts, images of different networking components.</p> <p>6.3. Installation of Network Interface card</p> <p>6.4. Getting connected to Internet and accessing the internet</p> <p>6.5. Creating personalized Email account</p> <p>6.6. Chatting (Text and Voice chat)</p> <p>6.7. Searching/surfing for the information in different sites.</p> <p>6.8. Downloading</p>
<p>7.0. Project work</p> <p>7.1. Understand the concept of making projects and preparing the project reports.</p> <p>7.2. Preparation of a project using the software skills learned during the course.</p>	<p>7.0. Project Work</p> <p>7.1. Making a working model/project using MS Excel/Power Point</p> <p>7.2. Project Report</p>



Food and Beverage Service - 1st year

(Subject Code - 40140001)

THEORY

PRACTICALS"

1.1 Introduction to Food and Beverage Service Industry 1.2 Growth and development of the catering industry 1.3 Classification of various sectors: Rail, Ship, Air, Event, Industrial catering 1.4 Various Career opportunities	Introduction to various types of restaurant equipments , Furniture and their correct use.
2.1 F & B Service Brigade 2.2 Organization of F & B Service department 2.3 Duties and Responsibilities of various levels 2.4 Coordination with other departments 2.5 Attributes and staff etiquettes	Sideboard setting according to type of restaurant. Essential items to be kept in the sideboard.
3.1 Restaurant Operations: Types of equipments, sizes, care and cleaning and uses 3.2 Chinaware, Hollowware, Glassware and other electric equipments 3.3 Sideboard and setting according to the type of restaurant.	<ul style="list-style-type: none"> • Cleaning and polishing of various restaurant equipments. • Laying and relaying of tablecloths. • Laying of different types of covers.
1.1 mise-en place and mise-en - scene 4.2 Back of the House set up like Still room, hotplate, pantry, linen room and silver room.	<ul style="list-style-type: none"> • Napkin folding. • Welcoming the guest. • Seating the guest. • Water service.
5.1 Menu planning- definition, origin and types of menu 5.2 Principles of menu planning 5.3 French Classical Menu Sequence	Presentation of menus.
6.1 Different types of services 6.2 Russian Service 6.3 French service 6.4 English service 6.5 Silver service 6.6 Gueridon service Introduction	Laying of breakfast covers.
Beverages 7.1 Classification of beverages 7.2 Non alcoholic beverages and its sub classification 7.3 detail study of non alcoholic beverages	Different types of covers for different services.
Alcoholic beverages	Planning of Indian and continental

1.1 classification 1.2 Wines: Classification and their service, major wine producing countries and popular brands 1.3 Beer: types, storage and service 1.4 Spirits: classification, content and service. Popular brand names.	menus.
Sandwiches and cheese 9.1 types of Sandwiches, rules for making sandwiches 9.2 types of cheese , country of origin and their correct service with accompaniments	Setting for ala carte service and tabled'hote service.
Breakfast service 10.1 Different types of breakfast 10.2 Breakfast menus 10.3 roomservice breakfast 10.4 Buffet breakfast	Correct glassware for correct drink.

Food Production - 1st year

(Subject Code - 40140002)

THEORY	PRACTICALS
<p>Introduction To Cookery)</p> <p>1.1 Culinary History, Origin of Modern Cookery, Modern Developments In Equipments & Technology.</p> <p>1.2 Fuels used in cooking gas, Charcoal, wood, electricity, Precautions Advantages & Disadvantages.</p> <p>1.3 Kitchen Staffing In Various Category Hotels, Duties & Responsibilities Of Chefs ,Inter Department Co-Ordination</p>	<p>Identification of various kitchen equipments, their utility, precautions in handling and maintenance</p>
<p>Classification Of Raw Materials According To Their Functions</p> <p>2.1 Salt- Types & Uses</p> <p>2.2 Fats & Oil - Uses, Storage, Rendering, Classification, Hydrogenation Of Fat</p> <p>2.3 Raising & Leavening Agents</p> <p>2.4 Thickening & Binding Agents- Starch, Edible Gums,Egg, Coconut, Curd, Tamarind, Different Paste & Powders.</p> <p>2.5 Sweetening Agents- Types, Uses, And Sugar Cooking Stage.</p> <p>2.6 Liquid- Types & Uses.</p> <p>2.7 Flavorings &. Seasonings - Types Of Herbs & Spice,Importance, Differentiate Between Herbs, Spices &Condiments</p> <p>2.8 Eggs- Structure, Uses, Food Value, Composition, Selection, Storage.</p>	<p>Introduction to various raw materials -Perishables and non perishables Basic cuts of vegetables, fish and meat.</p>
<p>Methods of cooking food:</p> <p>3.1 Aims & Methods of Cooking Food, Definitions, Rules, Advantages & Disadvantages.</p> <p>3.2 Techniques used in pre preparation, Combining &Mixing In Preparation Of Food, Various Texture, HeatTransfer</p> <p>3.3 Culinary Terms, List Of Culinary (A-J), Terms</p>	<p>Practice of 4 course Indian menu comprising of simple dishes with proper garnishes and accompaniments.(20 menus)</p>
<p>Hygiene- Safety</p> <p>4.1 Personal Hygiene, Kitchen Hygiene, food hygiene</p> <p>4.2 Kitchen equipments & tools, classification of kitchen equipments according to their six modes of operation,Care & up keep of kitchen equipments, gas ranges,Mixers & Grinders, Refrigerator</p>	
<p>Commodities</p> <p>5.1. Vegetables &Fruits- Classification, Selection, Composition,Storage, Standard Vegetables, Cuts of Potato</p> <p>5.2. Classification of Fruits & Its Uses</p> <p>5.3 Rice &Pulses- Various Varieties of Rice & Pulses, Different Rice Product, Uses</p> <p>5.4 Fish & Shellfish- Classification With Example, Selection, Storage, Cuts Of Fish,</p> <p>5.5 Poultry & Game Classification, Selection, Various Cuts Of Poultry, Trussing</p>	<p>Preparation of various types of Indian snacks like pakoras, Poha, Uppuma, South Indian variety etc.(20 varieties</p>

Vegetable cookery 6.1 Classification, selection procedure and their different cuts. 6.2 Methods of cooking, vernacular names	
Milk and Milk Products 7.1 Milk - Introduction and Processing of milk, Pasteurization, Homogenization 7.2 Cream- Introduction, Processing and types 7.3 Butter- Introduction, Processing and Types 7.4 Cheese- Introduction, Processing , classification with examples, types and cooking with cheese and uses.	Preparation of basic mother sauces
Foundation of continental Cookery 8.1 Stock- Definition, Classification, rules for making stock, standard recipes of one litre stock. 8.2 soups- Classification , Basic recipes , consomme and garnishes for various soups 8.3 Sauces- Classification , composition and basic recipes.	Practice of 4 course continental menu comprising of soups , vegetables , fish and desserts.(10 menus)
Introduction to Bakery 9.1 Basic Principles of bakery and bakery terms 9.2 different methods of Bread making : Faults and Remedies 9.3 Cakes- Different types, faults and remedies 9. 4 Cookies- Different types , faults and remedies	Demonstration of bakery items like- bread, puff pastry, flaky pastry and cookies.(12 practicals)
Garde Manger 10.1 Salads and salad dressings 10.2 Classification and types of salads 10.3 Accompaniments and garnishes 10.4 Rechauffe cookery	

Accommodation Services - 1st year

(Subject Code - 40140004)

Theory

Introduction to Hospitality industry

- 1.1 Evolution of hospitality industry- definition and origin and purpose of travel
- 1.2 Classification of hotels
- 1.3 Types of room
 - 2.1 Introduction to Rooms division department- importance and working.
 - 2.2 Organization of Housekeeping and front office department
 - 2.3 Duties and Responsibilities of various levels
 - 2.4 Coordination with other departments
 - 2.5 Attributes and staff etiquettes
- 3.1 Layout of Housekeeping and Front office department
- 3.2 Functions of various departments of Housekeeping and Front office

Hotel Rooms

- 4.1 Types
- 4.2 Food Plans
- 4.3 Room Rates
- 4.4 Tariffs, Discounts offered and Packages
- 4.5 Taxes(Sales, Luxury, expenditure,Service)
- 4.6 Uses of Brochures and tariff cards.

Keys and Key Control

- 5.1 Types of keys used in Housekeeping
- 5.2 Electronic key card system
- 5.3 Key Control - registers and forms
- 5.4 Loss of keys

Telephone Department

- 6.1 Importance
- 6.2 Role of Telephone Department
- 6.3 Rules for Telephone handling
- 6.4 Do's and don'ts of telephone Communication
- 6.5 Types of calls
- 6.6 New technology in telephone department

Maid's Service room

- 7.1 Location of Room
- 7.2 Layout of room
- 7.3 Organizing a maid's trolley
- 7.4 Using the trolley

Lost and found

- 8.1 Procedure
- 8.2 records and registers maintained for lost and found items

Cleaning Agents and equipments

9.1 Classification

9.2 Mechanical equipments

9.3 Containers, brushes, mops and Brooms

9.4 Cleaning cloths and miscellaneous equipments

9.5 Classification of cleaning agents and their types

Housekeeping control desk

10.1 Forms, formats, records and registers

10.2 Key control- registers and forms

10.3 Log book

10.4 Staff Placement register

10.5 Maintenance register

10.6 Memo Book

10.7 Room status book

10.8 Departure register, stores indent book

10.9 Baby sitting register

10.10 Room inspection checklist, records for special cleaning, carpet shampooing

Practicals :-

1. Understanding facilities, guest amenities and supplies
2. Developing etiquettes and attributes of front office and housekeeping staff
3. Handling of various cleaning equipments and understanding the use of various cleaning agents on different surfaces
4. Bed making- morning and evening
5. Safe key control practices- Issuing and control records
6. Quality service of the rooms to the guest
7. Lost and found articles- procedure
8. Filling of records and registers in systematic and professional manner
9. Handling guest calls and queries
10. Maintenance of guest records and messages with proper handover

Projects :-

1. Visit to the hotel and survey for the types of rooms
2. Various facilities in different rooms
3. Records and reports maintained at the front desk and housekeeping
4. Layout of both the departments
5. Cleaning equipments used- brand names with prices
6. Cleaning agents- brand names and prices

Books for reference :-

1. Front office procedure, social skills and management- Peter Abbott
2. Hotel Front Office training Manual- Sudhir Andrews
3. Hotel Reception- Paul B. White and Helen