



Semester	Part	Course	Course Code	Title of the Course	Ins. Hours/ Weeks	Credit	Exam Hours	CIA (Max)	ESE (Max)	Total (Max)
I	I	Language – I	18UHMF1	French – I	6	3	3	25	75	100
	II	English - I	18UHME1	Communicative English - I	6	3	3	25	75	100
	III	Core Course – I	18UHM1C C1	Food Production – I	6	6	3	25	75	100
		Allied Course –I	18UHM1A C1	Food & Beverage Service - I	5	5	3	25	75	100
		Allied Practical –I	18UHM1AP 1	Food & Beverage Service Practical - I	5	5	3	40	60	100
	IV	Value Education	18UVE	Value Education	2	2	3	25	75	100
	Total					30	24			
II	I	Language – II	18UHMF2	French – II	6	3	3	25	75	100
	II	English – II	18UHME2	Communicative English - II	6	3	3	25	75	100
	III	Core Practical – I	18UHM2CP 1	Food Production Practical - I	4	3	3	40	60	100
		Core Course – II	18UHM2C C2	Basic Front office & Accommodation Operations	4	4	3	25	75	100
		Core Practical – II	18UHM2CP 2	Basic Front office & Accommodation Operations Practical	4	3	3	40	60	100
		Allied Course – II	18UHM2A C2	Nutrition and Food Science	3	2	3	25	75	100
	IV	Environmental Studies	18UES	Environmental Studies	2	2	3	25	75	100
		IET – Internship – I		Industrial Exposure Training - I	1					
Total					30	20				700
III	I	Language– III	18UHMF3	French – III	6	3	3	25	75	100
	II	English – III	18UHME3	Communicative English - III	6	3	3	25	75	100
	III	Core Course– III	18UHM3C C3	Food Production – II	4	4	3	25	75	100
		Core Practical - III	18UHM3CP 3	Food Production Practical - II	4	3	5	40	60	100
		Allied Course – III	18UHM3A C3	Advanced Food & Beverage Service	4	3	3	25	75	100
		Allied Practical - II	18UHM3AP 2	Advanced Food & Beverage Service Practical	3	2	3	40	60	100
	IV	Non Major Elective I	18UTA3N ME1:3	Special Tamil-I	2	2	3	25	75	100

		IET – Internship - II		Industrial Exposure Training - II	1					
				Total	30	20				700
IV	I	Language–IV	18UHM4F4	French – IV	6	3	3	25	75	100
	II	English– IV	18UHME4	Communicative English - IV	6	3	3	25	75	100
	III	Core Course – IV	18UHM4C C4	Advanced Front Office & Accommodation operation	4	4	3	25	75	100
		Core Practical - IV	18UHM4CP 4	Advanced Front office & Accommodation Operations Practical	3	2	3	40	60	100
		Allied Course – IV	18UHM4A C4	Bakery and Confectionery	4	3	3	25	75	100
		Allied Practical – III	18UHM4AP 3	Computer Application Practical	3	2	3	40	60	100
	IV	Skill Based Elective - I	18UHM4SB E1	Hospitality Marketing	2	2	3	25	75	100
	IV	Non Major Elective II	18UTA3N ME2:3	Special Tamil – II	2	2	3	25	75	100
				Total	30	21				800
V	III	Core Course - V	18UHM5C C5	Hotel Accounting	5	5	3	25	75	100
		Core Course - VI	18UHM5C C6	Human Resource Management	5	5	3	25	75	100
		Core Course - VII	18UHM6C C7	Food and Beverage Control	5	5	3	25	75	100
		Core Practical - V	18UHM5CP 5	Bakery & Confectionery Practical	4	4	5	40	60	100
		Major Based Elective – I	18UHM5M BE1	Food Safety and Hygiene	4	4	3	25	75	100
	IV	Skill Based Elective – II	18UHM5SB E2	Hotel Law	2	2	3	25	75	100
		Skill Based Elective – III	18UHM5SB E3	Travel and Toursim Management	2	2	3	25	75	100
	IV		18USSD	Soft Skill Development	2	2	3	25	75	100
		IET – Internship - III		Industrial Exposure Training - III	1					
				Total	30	29				800
VI	III	Core Course - VIII	18UHM6C C8	IET (I,II,III) and Project Report	6	5	3	25	75	100
		Core Course - IX	18UHM6C C9	Food Production – III	6	6	3	25	75	100
		Core Practical - VI	18UHM6CP 6	Food Production Practical - III	6	5	5	40	60	100
		Major Based Elective – II	18UHM6M BE2	Entrepreneurship skills in Hotels	6	4	3	25	75	100
		Major Based Elective –III	18UHM6M BE3	Event management	5	4	3	25	75	100
	V	Gender Studies	18UGS	Gender Studies	1	1	3	25	75	100
	Extension activities		NSS/SPORTS/NCC		1					

		Total	30	26				600
		Grand Total	180	140				420 0

Not Considered for Grant Total and CGPA.

Non-Major Electives

Semester	Subject Code	Subject Title
III	18UHM3NME 1	Non Major Elective I - Basic Food Production
		Non-Major Elective I - Basic Front Desk Operation
IV	18UHM4NME 2	Non Major Elective II – Basic Baking
		Non Major Elective II – Basic Restaurant Operation

Skill Based Electives

Semester	Subject Code	Subject Title
IV	18UHM4SBE1	Hospitality Marketing
V	18UHM5SBE2	Hotel Law
	18UHM5SBE3	Travel and Tourism Management

Major Based Elective

Semester	Subject Code	Subject Title
V	18UHM5MBE1	Food Safety and Hygiene
VI	18UHM6MBE2	Entrepreneurship skills in Hotels
	18UHM6MBE3	Event management

French Part-I	- 4
English Part - II	- 4
Core Paper	- 9
Core Practical	- 6
Allied Paper	- 4
Allied Practical	- 3
Non-Major Elective	- 2
Skill Based Elective	- 3
Major Based Elective	- 3
Environmental Studies	- 1
Value Education	- 1
Soft Skill Development	- 1
Gender Studies	- 1
Extension Activities	- 1 (Credit Only)

* for those who studied Tamil up to 10th +2 (Regular Stream)

+ Syllabus for other Languages should be on par with Tamil at degree level

those who studied Tamil up to 10th +2 but opt for other languages in degree level under Part I should study special Tamil in Part IV

** Extension Activities shall be outside instruction hours

Non Major Elective I & II – for those who studied Tamil under Part I

a) Basic Tamil I & II for other language students

b) Special Tamil I & II for those who studied Tamil up to 10th or +2 but opt for other languages in degree programme

Note:

	Internal Marks	External Marks
1. Theory	25	75
2. Practical	40	60
3. Separate passing minimum is prescribed for Internal and External marks		

FOR THEORY

The passing minimum for CIA shall be 40% out of 25 marks [i.e. 10 marks]

The passing minimum for Semester Examinations shall be 40% out of 75 marks [i.e. 30 marks]

FOR PRACTICAL

The passing minimum for CIA shall be 40% out of 40 marks [i.e. 16 marks]

The passing minimum for Semester Examinations shall be 40% out of 60 marks [i.e. 24 marks]

SEMESTER – I
LANGUAGE PART - I FRENCH - I

Sub Code : 18UHMF1
Hours / Week: 6
Credits : 3

Max Marks : 100
Internal Marks : 25
External Marks : 75

OBJECTIF:

- Introduire la langue et la culture française aux étudiants
- Comparer la culture de l'Inde et de la France
 - Familiariser l'étudiant avec le vocabulaire, la grammaire et les conversations

UNIT – I A l'aéroport Kamaraj domestic de Chennai

Saluer, demander et dire le nom, présenter quelqu'un, se présenter, souhaiter la bienvenue à quelqu'un, demander et dire l'identité de quelqu'un

Grammaire : Etre, s'appeler, pronoms sujets, interrogation

UNIT - II A l'université

Demander comment on se porte, présenter quelqu'un, prendre congé, exprimer l'appréciation

Grammaire : Articles définis et indéfinis, genre des noms, adjectifs, présent de l'indicatif : verbes réguliers en er, être, avoir, apprendre, prépositions a, en, au, aux

UNIT - III Au café

Dire ce qu'on aime, donner des informations, exprimer l'admiration, demander des informations sur quelqu'un

Grammaire : Adjectifs interrogatifs, présent de l'indicatif : avoir, verbes en er, savoir, qui est-ce ?, qu'est-ce que c'est ?, adjectifs possessifs, négation, adjectifs irréguliers

UNIT - IV A la plage

Proposer une sortie, accepter, refuser la proposition

Grammaire : phrases au singulier et au pluriel, pronom indéfini- on, il y a, adjectifs démonstratifs, négation, interrogation, présent de l'indicatif : Faire, voir, aller, sortir, connaître

UNIT - V Un concert et Chez Nalli

Inviter, accepter, exprimer son incapacité d'accepter, complimenter, parler au téléphone, demander le prix, protester contre le prix

Grammaire : présent de l'indicatif : verbes en er, venir, pouvoir, vouloir, articles contracte, avec, à, chez, le futur, interrogation-est-ce que, adverbes interrogatifs, adjectifs possessifs, accord de l'adjectif, adjectifs exclamatifs, très / trop, présent de l'indicatif : acheter- regarder, l'impératif

Livre :

Synchronie -1

Samhita Publication

ISBN : 9788191089424

Auteur : K. Madanagobalane

SEMESTER – I

LANGUAGE PART– II COMMUNICATIVE ENGLISH - I

Sub Code : 18UHME1

Max Marks : 100

Hours / Week: 6

Internal Marks : 25

Credits : 3

External Marks : 75

OBJECTIVE:

- To enable the students to understand and to communicate in English – Functional and situational.
- To enable the students to understand the grammatical patterns and usage – in written and spoken contexts.
- To familiarize the students with spoken forms needed especially in connection with Hotel Management Studies.

UNIT- I BASICS OF ENGLISH

- ❖ Parts of Speech – proper use of tense forms – subject verb agreement – the definite and indefinite articles – proper use of prepositions – conjunctions.

UNIT -II SENTENCE FORMATION

- ❖ Basic sentence patterns – different kinds of transformations of sentences.
 - a) Simple, Compound & Complex sentences
 - b) Active & Passive Voices
 - c) Degrees of Comparison
 - d) Affirmative, Negative, Interrogative etc.
 - e) Reported Speech

UNIT-III

- ❖ Expressive Skills
- ❖ Proper use of idiomatic expressions
- ❖ Proper use of Phrasal verbs

UNIT- IV

- Comprehension
- ❖ Answering the advertisement / interpreting the chart
- ❖ Hints developing
- ❖ Precise writing

UNIT- V

- ❖ Letter writing (Kinds of letters relating to business and hotel composition)
- ❖ Guided Composition
- ❖ Expanding the proverb
- ❖ Report Writing

REFERENCE

1. *Form and Function*, by V.Sasikumar, V.Syamala, Emerald, Chennai.
2. *Leech, G., A Communicative Grammar of English*, E.L.B.S.
3. *Swan, M., Practical English Usage*, E.L.B.S.
4. *English for competitive exam* by R.P.Bhatnagar, MacMillan India Ltd., Chennai
5. *Developing Communicating Skills*, by Krishna Mohan, MacMillan, Chennai.
6. *English Grammar in Use*, Raymond Marphy
7. *Basic Grammar*, Eastwood and Making, OUP, Oxford, 1982.

SEMESTER – I
CORE COURSE – I FOOD PRODUCTION - I

Sub Code : 18UHM1CC1
Hours / Week: 6
Credits : 6

Max Marks : 100
Internal Marks : 25
External Marks : 75

OBJECTIVE:

- To know the essentials of Basic Culinary knowledge.
- To identify the various commodities used in food preparation.
- To illustrate the methods of processing foods.

UNIT – I INTRODUCTION TO CATERING INDUSTRY

- ❖ Overview of the Catering Industry
- ❖ Kitchen Organization structure – personal Hygiene
- ❖ Aims and Objectives of Cooking-Definition
- ❖ Culinary terms
- ❖ Classification of raw materials –Functions - Preparation of ingredients

UNIT – II COMMODITIES

- ❖ Cereals-Varieties - Processing – Storage and uses in Cooking
- ❖ Pulses-Varieties –Storage-and Uses in Cooking
- ❖ Food additives –uses and application
- ❖ Milk and Milk Products.
- ❖ Composition and Importance –Processing Products –Skimmed milk Concentrated Milk-Cream, Butter, cheese, Ghee

UNIT - III METHODS OF COOKING FOOD

- Boiling,Poaching,Steaming,Stewing,Braising,Roasting,Baking,Frying,Grilling
- ❖ Invalid Cookery
 - ❖ Reheating of food
 - ❖ Texture of food

UNIT –IV SELECTION AND IDENTIFICATION

- ❖ Fish, cuts of Meat, Beef, Pork and Vegetables available in local market
- ❖ Poultry: Age, Quality, Market Types, Preparation, Dressing and cuts with its uses
- ❖ Game: Furred game and feathered game, Preparation and cuts with its uses

UNIT –V MENU

- ❖ Definition of Menu
- ❖ Types of Menu
- ❖ Examples of Menu and Menu compilation
- ❖ Balancing of Recipes ,Standardization of Recipes, Maintaining Recipe files, Standard setting
- ❖ Portion Control-Standard Portion Sizes necessity for control

REFERENCE

1. *Modern Cookery for Teaching and Trade – Vol. I & II –Thangam E. Philip (Orient Longman Publications)*
2. *Practical Cookery – Kinton and Ceserani (ELBS Publications)*
3. *The Theory of Catering – Kinton and Ceserani (ELBS Publications)* 4. *Theory of Cookery – Krishna Arora (Frank Bros. & Co., New Delhi)* 5. *A Taste of India – Madhur Jeffrey.*

SEMESTER – I
ALLIED PRACTICAL – I FOOD & BEVERAGE SERVICE PRACTICAL- I

Sub Code : 18UHM1AP1
Hours / Week: 5
Credits : 5

Max Marks :100
Internal Marks : 40
External Marks : 75

OBJECTIVES:

- To understand how to identify the service equipment.
- To understand about maintenance of F&B Service equipment

UNIT - I

- ❖ Induction & Profile of the areas
- ❖ Ancillary F&B Service areas – Induction & Profile of the areas
- ❖ Familiarization of F&B Service equipment

UNIT – II

- ❖ Identification of Service equipment's and utensils
- ❖ Glassware, Cutlery, Crockery, Glassware
- ❖ Knowledge of linen used in F& B service
- ❖ Furniture and their sizes and measurements

UNIT – III

- ❖ Care & Maintenance of F&B Service equipment
- ❖ Cleaning / polishing of EPNS items by:
 - Plate Powder method
 - Polivit method
 - Silver Dip method
 - Burnishing Machine

UNIT – IV

- ❖ Holding Service Spoon & Fork
- ❖ Carrying a Tray / Salver
- ❖ Laying a Table Cloth
- ❖ Changing a Table Cloth during service
- ❖ Table Laying for Four Course Meal (Continental, Indian , Chinese)
- ❖ Rules to be observed while laying table

UNIT – V

- ❖ Stacking Sideboard
- ❖ Service of Water
- ❖ Napkin Folds
- ❖ Changing dirty ashtray
- ❖ Cleaning & polishing glassware

SEMESTER – I

ALLIED COURSE –I FOOD & BEVERAGE SERVICE - I

Sub Code : 18UHM1AC1
Hours / Week: 5
Credits : 5

Max Marks : 100
Internal Marks : 25
External Marks : 75

OBJECTIVE:

- To understand the evolution of the catering industry
- To study about Restaurant operations, and service equipment.
- To enable the student to understand the importance of menu and menu planning.
- To acquire in-depth knowledge about non-alcoholic beverages and tobacco.

UNIT – I INTRODUCTION TO FOOD & BEVERAGE SERVICE

- ❖ Introduction of catering industry
- ❖ Different Types of Catering Establishments (commercial & noncommercial)
- ❖ Different Outlets of F&B Service (Restaurant, Bar, Bar-be-que, Room service, Banquet...)
- ❖ Staff Hierarchy of F&B Outlets (Large & Small Hotels)
- ❖ Attributes of service personnel
- ❖ Safety, hygiene, and attitudes (positive &negative)
- ❖ Inter Departmental Relation Ship

UNIT – II RESTAURANT OPERATIONS

- ❖ Service Equipment's (Cutlery, Crockery, Glass Ware (Dimensions and Uses), Special Table Ware, Silver Ware
- ❖ Cover (Definition and Size, Size of Table Clothes Baize, Serviettes, And Their Uses,)
- ❖ Rules For Laying A Table
- ❖ Mise-En-Place & Mise-En-Scene
- ❖ Types of Service (English, Silver, Russian, American)
- ❖ Food Service (Rules and way of Order taking, Operation of K.O.T,)

UNIT – III ANCILLARY DEPARTMENTS

- ❖ Side Board
- ❖ Still Room
- ❖ Plate Room
- ❖ Pantry
- ❖ Hot Section
- ❖ Significance of Kitchen Stewarding

UNIT - IV MENU AND MENU PLANNING

- ❖ Definition
- ❖ Types of Menu
- ❖ Types of Meals
- ❖ French Classical Menu
- ❖ Menu Planning

UNIT – V NON-ALCOHOLIC BEVERAGES AND TOBACCO

- ❖ Culinary Terms in Food and Beverage Service
- ❖ Non-Alcoholic Beverages (Stimulating, Refreshing& Nourishing
- ❖ Tobacco (Cigar, Cigarette, Pipe Tobacco& Chewing Tobacco)

REFERENCE

1. Modern Restaurant Service – John Fuller.
2. Food & Beverage Service – Lillicrap & John Cousins
3. Food & Beverage Service Training Manual – Sudhir Andrews (Tata Mc.Graw Hill Publications)
4. Food & Beverage Service – Vijay Dhawan.

SEMESTER – II
LANGUAGE PART-I FRENCH - II

Sub Code : 18UHMF2

Hours / Week: 6

Credits : 3

Max Marks : 100

Internal Marks : 25

External Marks : 75

OBJECTIF:

- Faire connaissance des journaux, des courriels, des lettres
- Comprendre les conversations téléphoniques
- Décrire quelque événement dans le futur et le passé

UNIT - I Nouvelles de l'Inde

- ❖ Montrer son inquiétude, s'excuser, exprimer son appréciation, décrire quelqu'un, décrire quelque chose Grammaire : présent : verbes en er, -ir, le futur, interrogation totale, féminin d'autres adjectifs

UNIT – II A la gare Central Station

- ❖ Réserver des billets, demander des renseignements, donner des renseignements
- ❖ Grammaire : pronoms compléments d'objet direct,
- ❖ présent : payer, partir/sortir, l'impératif, expression du temps, construction avec infinitif

UNIT - III Un lit dans la Cuisine

- ❖ Donner des ordres, localiser, dire qu'une proposition est stupide ou bizarre
- ❖ Grammaire : verbes en er-ranger, mettre, impératif, il faut, devoir + infinitif, prépositions de lieu

UNIT - IV Pierre apprend à conduire et Mangez-vous correctement ?

- ❖ Rassurer, exprimer l'interdiction, exprimer l'autorisation, avertir, demander des informations sur les habitudes de quelqu'un, offrir à manger ou à boire, accepter, Refuser, exprimer la certitude
- ❖ Grammaire : impératif-être, avoir, savoir, pronoms compléments d'objet indirect, le passé composé avec avoir, expression de la quantité – articles partitifs, adverbes, pronoms directs et indirects, pronom en, présent des verbes – manger, boire, offrir, prendre, la condition avec si

UNIT - V Ils ont eu tort tous les deux ! et Comment as-tu passé le weekend

- ❖ Demander son chemin, indiquer le chemin à quelqu'un, reprocher/ conseiller, parler des activités du week-end, demander à quelqu'un de se taire
- ❖ Grammaire : le passé composé, adverbes, mots interrogatifs, le passé composé avec être, faire du..., pouvoir, vouloir

Livre:

Synchronie -1

Samhita Publication

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L'année de publication : 2011

SEMESTER – II

LANGUAGE PART - II COMMUNICATIVE ENGLISH - II

Sub Code : 18UHME2
Hours / Week: 6
Credits : 3

Max Marks :100
Internal Marks : 25
External Marks : 75

OBJECTIVE :

- To enable the students to understand the manner of communication in English proper pronunciation
- To enable to students to understand the proper intonation and accentuation while speaking.
- To enable the students to learn the verbal etiquette in hotel management

UNIT- I

- ❖ Phonetics
- ❖ Transaction
- ❖ Stress
- ❖ Tunes in connected speech (word groups, speech rhythm)

UNIT- II

- ❖ Dialogue writing
- ❖ Formation of Questions (using WH, How type questions) and answers (agreement / disagreement) Question Tag

UNIT- III

- ❖ Verbal response to Situations
- ❖ Verbal etiquette / Face to Face and telephonic conversation with clients

UNIT- IV

- ❖ Unraveling the captions in journals
- ❖ Word pictures
- ❖ Error Identification and correction

UNIT -V

- ❖ Description : location, thing, hotel reservation food, place of picnic and sight seeing – preparing speech.

REFERENCE

1. *English Course, Linguaphone Institute, London 1970.*
2. *Impact, Penguin to Functional English, Peter Watey Jones, Penguin*
3. *Middlesex, 1983. Collins Cobuild English Language Dictionary, ed., Gwyneth Fox, Rosamund Moon & Penny Stock.*

SEMESTER – II**CORE PRACTICAL – I FOOD PRODUCTION PRACTICAL - I****Sub Code : 18UHM2CP1****Max Marks : 100****Hours / Week: 4****Internal Marks : 40****Credits : 3****External Marks : 60****General Objective:**

After completion of this course, students will be able

- To prepare different dishes in Indian cuisine

S.No	Topic	Method of Instruction
1.	i) Equipments - Identification, Description, Uses & handling ii) Hygiene-Kitchen etiquettes, Practices & knife handling iii) Safety and security in kitchen	Demonstration
2.	Vegetables - Classification and cuts Julienne, Jardinière, Macedoines, Brunoise, Payssane, Mignonnete, Dices, Cubes, Shred, Mirepoix	
3.	Basic cooking methods <ul style="list-style-type: none"> ❖ Boiling (potatoes, Beans, Cauliflower, etc) ❖ Frying-(deepfrying, shallow frying, sautéing) ❖ Aubergines, Potatoes, etc ❖ Braising-Onions, Leeks, Cabbage ❖ Starch cooking(Rice, Pasta, Potatoes) 	
4.	Identification of selection of ingredients	
5.	Stock- types (White and Brown)	
6.	Egg- preparation (Boiled, fried, poaches, scrambled, omelet)	
7.	Potato-preparation (Baked, mashed, French fries, roasted, boiled)	
8.	Indian: Rice varieties	Students will have hands on training on the menus compiled
9.	Indian bread varieties	
10.	Dhal varieties	
11.	Pulao varieties	
12.	Biryani varieties	
13.	Chicken or Mutton Varieties (gravy or curry)	
14.	Vegetable Varieties (khorma, gravy or fry)	
15.	Sweet (Indian or Bengali)	
16.	South Indian Breakfast	

Text Books:**T.B - 1:** Modern Cookery for Teaching and the Trade Vol. I & Vol.II – Thangam

E.Philp (Mumbai, Orient Longment).

T.B - 2: Food Production Theory 1st edition, K.Damodharan**Reference Books:**

1. Klinton & Cesarani : Practical Cookery Arnold Heinemann.
2. Larousse Gastronomique cookery encyclopedia by paul hamlyn.
3. Chef's Manual of Kitchen Management – John Fuller.
4. Le repertoire de la cuisine – l. Saulnier.

SEMESTER – II

CORE COURSE – II BASIC FRONT OFFICE AND ACCOMMODATION OPERATION

Sub Code : 18UHM2CC2

Max Marks : 100

Hours / Week: 4

Internal Marks : 25

Credits : 4

External Marks : 75

General Objective:

After completion of this course, students will be able to know and comprehend the basic operations of Front Office and Housekeeping Departments.

UNIT –I Introduction to Front Office

- 1.1 Front Office – Functions – Sections and layout of Front office
- 1.2 Organization of Front office – Duties and Responsibilities of Front office Personnel
- 1.3 Qualities of Front office Personnel
- 1.4 Front office Coordination with other departments
- 1.5 Room tariff – Types of rates – Meal Plans – Room tariff fixation

UNIT –II Guest Cycle and Room Reservation

- 2.1 Guest Cycle – Pre arrival – Arrival – Stay – Departure and post departure
- 2.2 Reservations – Types – Modes and Sources of Reservation
- 2.3 Systems of Reservation – Manual – Automatic
- 2.4 Processing Reservation request
- 2.5 Registration – Pre-registration formalities – Records and process of registration – Check-in Procedures – Manual / Semi automated / Fully automated

UNIT –III Guest Services

- 3.1 Various guest services – Handling guest mails and messages – Control of keys
- 3.2 Uniformed Services – Lobby organization -
- 3.3 Procedures of Paging, Safe deposit locker, Guest room change, Left luggage, scanty baggage and Wake up call
- 3.4 Guest arrival and departure procedures – Bell boy control procedures
- 3.5 Modes of settlement of bills – Potential check out problems

UNIT –IV Introduction to Housekeeping

- 4.1 Housekeeping department – Importance – Functions – Sections - Layout
- 4.2 Organization structure – Duties and Responsibilities of Housekeeping staff
- 4.3 Coordination of Housekeeping with other departments
- 4.4 Housekeeping inventories – Manual and Mechanical – Selection, Storage, Distribution and Control of cleaning equipments
- 4.5 Cleaning agents – Types – Selection, Storage and Issuing procedures
- 4.6 Guest supplies and their placement

UNIT – V Functional areas of Housekeeping

- 5.1 Composition, Care and Cleaning of different surfaces
- 5.2 Hotel Guest rooms – Types – layouts – Guest room status – Guest floor rules
- 5.3 List of basic contents of a room
- 5.4 Cleaning guest rooms – Cleaning procedures and principles – Frequency of cleaning
- 5.5 Cleaning Public areas – Supervising in Housekeeping
- 5.6 Operation of Housekeeping Control desk

Text Books:

T.B - 1: R.Jatashankar, Hotel Front Office, Oxfrud University Press, 2013

T.B - 2: Sudhir Andrews, Hotel Front Office, Tata McGraw Hill, 2011

T.B - 3: G.Raghubalan, Hotel Housekeeping, Oxfrud University Press, 2010

UNIT I : T.B-1 Chapter 4 & 6

UNIT II : T.B-1 Chapter 7 & 8

UNIT III : T.B -1 Chapter 9 & 10 T.B -1 Chapter 18

UNIT IV : T.B-2 Chapter 2,

UNIT V : T.B-1 Chapter 8 to14

Books for Reference:

1. Peter Renner , 1993, Basic Hotel Front Office Procedures, Van Nostrand Reinhold; 3rd edition (July 1993)
2. Sudhir Andrews, 2009, Hotel Housekeeping Manual, Tata McGraw Hill.2009
3. Branson & Lennox,1988, Hotel, Hostel and Hospital Housekeeping, Hodder & Stoughton, 5th edition (November 1, 1988)
4. A.C. David, 1969, Hotel and Institutional Housekeeping, Barrie & Rockliff. 1969
5. Martin Jones, 2007.Professional Management of Housekeeping Operations, Wiley, 5th Edition, 2007.
6. David.Allen, Accommodation and Cleaning Services, Vol.I & Vol.II, Published December 1st 1983 by Hyperion Books.

SEMESTER – II

CORE PRACTICAL – II BASIC FRONT OFFICE AND ACCOMMODATION OPERATIONS PRACTICAL

Sub Code : 18UHM2CP2
Hours / Week: 4
Credits : 3

Max Marks : 100
Internal Marks : 40
External Marks : 60

General Objective:

After completion of this course, students will be able to understand and apply the basic fundamentals of Basic Front Office and Accommodation Operations.

- Basic Manners and Attributes for Front Office Operations.
- Communication Skills –verbal and non verbal.
- Preparation and study of Countries –Capitals & Currency, Airlines & Flag, charts, Credit Cards, Travel Agencies etc.
- Telecommunication Skills.
- Forms & formats related to Front office.
- Hotel visits –WTO sheets.
- Identification of equipment, work structure and stationery.
- Procedure of taking reservations –in person and on telephones.
- Converting enquiry into valid reservations.
- Role play –Check-in / Check –out / Walk-in / FIT / GIT / etc; VIP / CIP / H.G etc..
- Suggestive selling.
- Identification of Cleaning Equipments (Manual and Mechanical)
- Scrubbing –Polishing –Wiping –Washing –Rinsing –Swabbing –Sweeping – Mopping – Brushing –Buffing
- Handling Different Types of Fabrics
- Use of Abrasives, Polishes / Chemical Agents
- Room Attendant Trolley / Maid’s Cart
- Bed Making
- Turndown Service
- Cleaning of Guestroom
- Cleaning of Public Area
- Brass Polishing / Silver Polishing
- Cleaning of Guestroom
- Cleaning of Public Area

Text Books:

T.B – 1: Jatashanker R.Tewari, Hotel Front Office Operation and Management, Oxford University press, 2010.

T.B – 2: Sudhir Andrews, Hotel Front Office Training manual, Tata Mac Graw Hill, 2007.

T.B – 3: Sudhir Andrews, Hotel Housekeeping Training manual, Tata Mac Graw Hill, 2007

SEMESTER – II

ALLIED COURSE – II NUTRITION AND FOOD SCIENCE

Sub Code : 18UHM2AC2
Hours / Week: 3
Credits : 2

Max Marks :100
Internal Marks : 25
External Marks : 75

General Objective:

After completion of this course, students will be able to understand and apply the basic fundamentals of culinary arts.

UNIT –I Introduction to Nutrition

- 1.1 Nutrition – Relation of food and healthy – Functions of food – Factors affecting food intake and habits
- 1.2 Classification of nutrients – Recommended dietary allowances – Digestion of food – absorption and metabolism
- 1.3 Carbohydrates - Classification – Sources – Functions
- 1.4 Proteins – Classification – Sources – Functions
- 1.5 Lipids – Classification – Fatty acids – Saturated and Unsaturated - Functions of Fat

UNIT –II Vitamins and Minerals

- 2.1 Water – Functions – Daily intake – Nutritive value of beverages
- 2.2 Vitamins – Classification – Effects of cooking on vegetables
- 2.3 Minerals – Classification – Function
- 2.4 Energy metabolism – Forms of energy – units of measurement – Energy value of food – BMR – Factors affecting the BMR

UNIT –III Balanced diet and Menu planning

- 3.1 Balanced diet – Recommended Dietary allowances – Basic food groups – Food pyramid
- 3.2 Menu planning and Mass Production – Factors influencing meal planning – Planning balanced meals – Steps in planning balanced meals – Calculating nutritive value of a recipe
- 3.3 Common food processing techniques
- 3.4 New trends in Nutrition – Needs for serving nutritional food – Nutraceuticals – Prebiotics and Probiotics

UNIT –IV Introduction to Food Science

- 4.1 Food Microbiology – Important Microorganism in food – factors affecting the growth of Microbes
- 4.2 Food Fermentation – Contamination of Food – Food borne illness
- 4.3 Beneficial effects of microorganism
- 4.4 Microbial intoxications and infections - Sources of infection of foods by pathogenic organisms, symptoms and method of control

UNIT – V Food Processing

- 5.1 Food processing – Causes of food spoilage – Objectives of food processing
- 5.2 Effects of Food Processing – Food Additives – Types
- 5.3 Evolution of Food
- 5.4 News trends in food

Text Books:

T.B - 1: Sunetra Roday, Food Science and Nutrition, Oxford University Press,2013

- UNIT I** : T.B- 1 Chapter 14 to 17
UNIT II : T.B- 1 Chapter 18 to 21
UNIT III : T.B- 1 Chapter 22, 23 & 25
UNIT IV : T.B- 1 Chapter 10
UNIT V : T.B- 1 Chapter 11

Books for Reference:

1. Jay.J , 2005, Modern Food Microbiology, Springer US, 2005.7th Edition
2. Frazier and Westhoff ,2013, Food Microbiology , McGraw Hill Education; Fifth edition (1 August 2013)
3. Jacob M , 1989, Safe food Handling , Geneva : World Health Organization, 1989
4. Hobbs Betty, 2007, Food Processing, Jim McLauchlin, 2007. Seventh Edition.

SEMESTER – III
LANGUAGE PART - I FRENCH - III

Sub Code : 18UHMF3
Hours / Week: 6
Credits : 3

Max Marks :100
Internal Marks : 25
External Marks : 75

OBJECTIF:

- Faire comprendre les textes littéraires
- Faire connaissance de la littérature française
- Comparer la littérature française et la littérature indienne

UNIT – I: Un entretien

- ❖ Demander des informations, personnelles a quelqu'un, donner des informations, répondre a une proposition
- ❖ Grammaire : imparfait, passe compose, expression du temps, expression de la conséquence

UNIT – II: Au restaurant

- ❖ Réserver une table, demander la carte, commander, apprécier les plats, demander l'addition
- ❖ Grammaire : le futur, le passe récent, le présent progressif, le futur proche, restriction ne.... que

UNIT - III: Enfin les vacances

- ❖ Raconter son emploi du temps quotidien, parler des projets de vacances, exprimer l'étonnement
- ❖ Grammaire : verbes pronominaux, pronom y, quelqu'un / ne.....personne, quelque chose/ ne...rein, ne... jamais, déjà/ ne...pas encore, chacun, adjectifs indéfinis

UNIT - IV: Un autre institut et Un Indien célèbre visite la France

- ❖ Rassurer/ Consoler, s'indigner, demander des informations sur quelqu'un, demander une opinion, donner son opinion
- ❖ Grammaire : pronom relatifs, impératif, indicateur de temps, de ...a, a partir de ..., jusqu'a, depuis, pendant, pronoms relatifs composes, COD, COI, opposition, savoir/ connaitre, connecteurs chronologiques, nombres ordinaux

UNIT - V: Qui dépense plus

- ❖ Dire a quelqu'un d'être prudent, faire des reproches a quelqu'un, se justifier
- ❖ Grammaire : le comparatif, c'est + nom + qui, il reste, encore, il ya, souvent

Livre :

Synchronie -2

Samhita Publication

ISBN : 9788191089424

Auteur : K. Madanagobalane

L'annee de publication : 2011

SEMESTER – III

LANGUAGE PART - II COMMUNICATIVE ENGLISH -III

Sub Code : 18UHME3
Hours / Week: 6
Credits : 3

Max Marks :100
Internal Marks : 25
External Marks : 75

OBJECTIVE:

- To make them to understand the students on various types of sentences.
- To enable the students to communicate with others in different situation.
- To enable the students to differentiate the proper use of sentences with suitable expression.

UNIT- I Modes of Expressions

- ❖ Affirmative
- ❖ Negative
- ❖ Interrogative
- ❖ Exclamatory

UNIT -II

- ❖ Thought fillers
- ❖ Understanding and defining the usage of a, an, the, few, some.
- ❖ Initiations of great thoughts / proverb in the same sentence pattern
Homophones

UNIT- III

- ❖ Dialogue practice
- ❖ Reported speech
- ❖ Conversion of dialogue into a passage
- ❖ Conversion of tables into a passage

UNIT- IV

- ❖ Process description
- ❖ Preparing Resumes/Bio-data/ Curriculum vitae
Preparing check-list

UNIT -V

- ❖ Precise writing
- ❖ E-mail message preparation
- ❖ Minutes of the meeting- hints on staff meeting of a concern.

REFERENCE

1. John East Wood “Oxford practical Grammar”, Oxford university press, 2000.
2. Kennedy Etal “The Bedford Guide for colleges”, St martin press.
3. Shaik Moula “Communication skills” – a practical approach Frank & Brothers Co. Ltd, New Delhi.

SEMESTER – III

CORE COURSE –III FOOD PRODUCTION-II

Sub Code : 18UHM3CC3
Hours / Week: 4
Credits : 4

Max Marks : 100
Internal Marks : 25
External Marks : 75

General Objective:

After completion of this course, students will be able to know the advanced techniques followed in cookery

UNIT –I Introduction to Foundation Cooking

- 1.1 Stock - Classification – Preparation and uses of stock
- 1.2 Soups - Classification – Preparation of soup
- 1.3 Sauces – Uses – Mother sauces and their preparations – Derivatives – Proprietary sauces

UNIT –II Selection and cuts of Meat

- 2.1 Meat – Slaughtering techniques – Cuts of meat
- 2.2 Poultry – Classification – Selection – Cuts of poultry
- 2.3 Fish - Classification - Selection - Cuts of fish

UNIT –III Larder Section

- 3.1 Larder – Layout – Section and function – Duties and Responsibilities – Equipments
- 3.2 Charcuterie – Sausages, Gallentines, Ballotines, Dodines,
- 3.3 Ham, Bacon, Pate, Terrines, Truffle Chaud froid and Aspic
- 3.4 Appetizers and garnishes – classification – Garnishing – Horsd'oeuvres – Popular traditional Appetizers
- 3.5 Ice carving – Equipments – Making of Templates in Ice carving – Storage
- 3.6 Margarine sculptures – Equipments – Storage

UNIT –IV Cheese, Salads and Sandwiches

- 4.1 Cheese – Introduction - Processing of Cheese - Types of Cheese – Classification of Cheese – Curing of Cheese - Uses of Cheese
- 4.2 Salads – Composition – Types – Salad dressings
- 4.3 Sandwiches – Parts – Types – Making and storing sandwiches
- 4.4 Uses of herbs in cooking – Popular herbs used

UNIT – V Production Planning and Research

- 5.1 Production planning and scheduling – Production quality and quantity control – Forecasting and Budgeting
- 5.2 Yield Management
- 5.3 Research and Product development – Developing new recipes – Food trials – Evaluating a recipe
- 5.4 Organoleptic and Sensory evaluation

Text Books:

- T.B - 1:** Food Production Operations, Parvinder S.Bali, Oxford University Press, 2009
T.B - 2: International Cuisine and Food Production Management, Oxford University Press
Parvinder S.Bali, 2013
T.B - 3: Art of Garde Manger, Frederic Sonnenschmidt, John Wiley & Sons, 1993

- UNIT I** : T.B- 1 Chapter 8 to 10
UNIT II : T.B- 1 Chapter 12 & 13
UNIT III : T.B- 2 Chapter 1 to 3
UNIT IV : T.B- 1 Chapter 11, T.B – 2 Chapter 4, T.B – 3 Chapter 17
UNIT V : T.B- 2 Chapter 17 & 18

Books for Reference:

1. Modern Cookery for Teaching and Trade – Vol. I & II –Thangam E. Philip (Orient Longman Publications)
2. Practical Cookery – Kinton and Ceserani (ELBS Publications)
3. Theory of Cookery – Krishna Arora (Frank Bros. & Co., New Delhi)

SEMESTER – III**CORE PRACTICAL –III FOOD PRODUCTION PRACTICAL - II****Sub Code : 18UHM3CP3****Max Marks : 100****Hours / Week: 4****Internal Marks : 40****Credits : 3****External Marks : 60****General Objective:**

After completion of this course, students will be able, to subsequently understand and become themselves experts in preparing continental dishes

S.No	Topic	Method
1.	Identification, Selection and processing of Meat, Fish and poultry. Slaughtering and dressing	Demonstration
2.	Meat - Identification of various cuts, demonstration Preparation of basic cuts Lamb Chops , Tornado, Fillet, Steaks and Escalope Fish Identification & Classification Cuts and Folds of fish	
3.	Sauces- basic mother sauces and derivatives Béchamel Espagnole Veloute Hollandaise Mayonnaise Tomato	
4.	Simple Salads & Soups Cole slaw, Potato salad, Beet root salad, Green salad, Fruit salad, Consommé	
5.	Compound salad Vegetable based Chicken based Meat based Fruit based Pasta based	Menu be prepared and practice by students
6.	Chicken, Mutton and Fish Preparations Fish orly, a la anglaise, colbert, euniere, poached, baked Entrée Lamb stew, hot pot, shepherd's pie, grilled steaks & lamb/ Roast chicken, grilled chicken, Leg of Lamb, Beef	
7.	Pasta varieties	
8.	Rice varieties	
9.	Egg varieties	
10.	Vegetable preparation	
11.	Dessert varieties	

Suggested Menus:

Menu – 1 Consommé Carmen Poulet Sauté Chasseur Pommes Loretta Haricots Verts	Menu – 6 Barquettes Assortis Stroganoff De Boeuf Pommes Persilles Riz Pilaf
Menu – 2 Bisque D'écrevisse Escalope De Veau viennoise Pommes Batailles Epinards au Gratin	Menu – 7 Duchesse Nantua Poulet Maryland Croquette Potatoes Banana fritters Corn gallets
Menu – 3 Crème Du Barry Darne De Saumon Grille Sauce paloise Pommes Fondant Petits Pois A La Flamande	Menu – 8 Kromeskies Filet De Sols Walweska Pommes Lyonnaise Funghi Marirati
Menu – 4 Veloute Dame Blanche Cote De Porc Charcuterie Pommes De Terre A La Crème Carottes Glace Au Gingembre	Menu – 9 Vol-Au-Vent De Volaille Et Jambon Poulet a la kiev Creamy Mashed Potatoes Butter tossed green peas
Menu – 5 Cabbage Chowder Poulet A La Rex Pommes Marguises Ratatouille	Menu – 10 Quiche Lorraine Roast Lamb Mint sauce Pommes Parisienne

Books for Reference:

1. Klinton & Cesarani :Practical Cookery Arnold Heinemann.
2. Larousse Gastronomique cookery encyclopedia by paul Hamlyn.
3. Chef's Manual of kitchen management – John Fuller.
4. Le repertoire de la cuisine – Saulnier.

SEMESTER – III

ALLIED COURSE –III ADVANCED FOOD AND BEVERAGE SERVICE

Sub Code : 18UHM3AC3
Hours / Week: 4
Credits : 3

Max Marks :100
Internal Marks : 25
External Marks : 75

General Objective:

After completion of this course, students will be able to understand and apply the basic fundamentals of culinary arts.

UNIT –I Gueridon Service

- 1.1 Gueridon Service – Introduction – Types of trolley – Equipments used
- 1.2 Maintenance and safety in Gueridon cooking – Selection of Gueridon dishes
- 1.3 General points while selecting and handling food - Mis-en-place for Gueridon service
- 1.4 Advantages and Limitation of Gueridon service – Dishes prepared on the trolley

UNIT –II Function Catering

- 2.1 Banquets – Types of functions – Staff requirement calculation
- 2.2 Function menus – Service methods – Banquet equipments – Table plans – Table setups
- 2.3 Function booking and organization - Booking a function – Function Prospectus
- 2.4 Organizing the function – Service procedures

UNIT –III Restaurant Planning

- 3.1 Restaurant - Physical layout – Introduction - Objectives of a good layout
- 3.2 Planning a Restaurant - Decision prior to planning - Location, space allocation,
- 3.3 Staffing Requirements - Furniture, land linen, cutlery and crockery requirements
- 3.4 Space - Dining area, Type of seating, Table arrangements
- 3.4 Restaurant costing - Performance measurement: Sales mix, Elements of cost, Cover, sales per square meter.

UNIT –IV Functions of Fast Food Units

- 4.1 History and concept - Fast food preparation Centre - Conventional kitchen versus fast food Kitchen
- 4.2 Size and layout of the preparation Centre- Basic flow plan for a fast food preparation Centre – (Assembly line) space requirements.
- 4.3 Role of convenience food in Fast food units – Advantages – Limitations
- 4.4 Budgeting for the Food and Beverage service department
- 4.5 Budgeting control - Budgeting cycle - Preparation of budget - Limiting factors- Forecasting of Food & Beverage sales forecasting

UNIT –V Handling Situations

- 5.1 Basic skills for supervisors – Attendance – briefing – Managing discipline – Cost control – Staff Scheduling – Evaluating staff
- 5.2 Suggestive selling – Steps involved
- 5.3 Handling situations – Dealing with different situations - Guest with special needs
- 5.4 Guest with mobility problems

Text Books:

T.B - 1: Food and Beverage Service R.Singaravelavan, Oxford University Press, 2011

T.B - 2: Food and Beverage Service, Sudhir Andrews, Mc Graw Hill, 2014

UNIT I : T.B-1 Chapter 15

UNIT II : T.B-1 Chapter 45

UNIT III : T.B-1 Chapter 26

UNIT IV : T.B-1 Chapter 32

UNIT V : T.B- 1 Chapter 17, T.B- 2 Chapter 32 & 33

Books for Reference:

- The Waiter –John Fuller & A.J.Currie –Hutchinson.
- Food & Beverage Service –Dennis R.Lillicrap & John A. Cousins –ELBS.
- Food & Beverage Service Training Manual -Sudhir Address –Tata Mc Graw –Hill.
- Modern Restaurant Service –John Fuller, Hutchinson
- Food & Beverage Service Management-Brian Varghese

SEMESTER – III

ALLIED PRACTICAL – II ADVANCED FOOD AND BEVERAGE SERVICE PRACTICAL

Sub Code : 18UHM3AP2

Hours / Week: 3

Credits : 2

Max Marks :100

Internal Marks : 40

External Marks : 60

General Objective:

After completion of this course, the student will be able

- To perform the advanced techniques applied in Restaurant Operations.
- Room Service Tray Setup
- Room Service Trolley Setup
- Organizing Mis-en-scene
- Organizing Mis-en-Place
- Opening, Operating & Closing duties
- Taking Guest Reservations
- Receiving & Seating of Guests
- Order taking & Recording
- Order processing (passing orders to the kitchen)
- Sequence of service
- Presentation & Encashing the Bill
- Presenting & collecting Guest comment cards
- Seeing off the Guest
- Handling Guest Complaints
- Telephone manners
- Dining & Service etiquettes

Text Book: Food and Beverage Service, R.Singaravelavan, Oxford University Press, 2011

Reference Book:

1. The Waiter –John Fuller & A.J.Currie –Hutchinson.
2. Food & Beverage Service –Dennis R.Lillicrap & John A. Cousins –ELBS.
3. Food & Beverage Service Training Manual -Sudhir Address –Tata Mc Graw –Hill.
4. Modern Restaurant Service –John Fuller, Hutchinson
5. Food & Beverage Service Management-Brian Varghese

SEMESTER – IV
LANGUAGE PART - I FRENCH -IV

Sub Code : 18UHMF4
Hours / Week: 6
Credits : 3

Max Marks :100
Internal Marks : 25
External Marks : 75

OBJECTIF:

- Comparer la littérature des cinq derniers siècles en France
- Faire connaissance sur la poésie, les romans et les pièces de théâtre

UNIT - I: Penser a son avenir

- ❖ Parler de ses projets d'avenir, exprimer l'opposition
- ❖ Grammaire : style direct/ indirect, proposition introduit par que, mots d'enchaînement – donc, pourtant

UNIT - II: L'astrologie

- ❖ Exprimer des conditions, dire que quelque chose n'a pas d'importance, proposer quelque chose
- ❖ Grammaire : le conditionnel, la condition

UNIT - III: Prières de Nouvel An

- ❖ Exprimer l'inquiétude, le regret, le souhait, l'obligation, la sympathie
- ❖ Grammaire : le subjonctif, le verbe craindre

UNIT - IV: Retrouvailles et C'est lui le meilleur

- ❖ Marquer la surprise, dire qu'on aime quelqu'un, quel que chose, donner son opinion, insister
- ❖ Grammaire : le subjonctif, les pronoms possessifs, les superlatifs, les pronoms démonstratifs

UNIT - V: Sauvons notre terre et Le jour des élections s'approche

- ❖ Enchaînement de cause d'effet, demander a quelqu'un de tenir compte de quelque chose, demander des informations, dire qu'une action n'est pas utile, exprimer une opinion personnelle, justifier son opinion
- ❖ Grammaire : le plus que parfait, il y a , le participe présent, le gérondif, la voix passif

Livre :

Synchronie -2
Samhita Publication
ISBN : 9788191089424
Auteur : K. Madanagobalane
L'annee de publication : 2011

SEMESTER – IV

LANGUAGE PART-II COMMUNICATIVE ENGLISH- IV

Sub Code : 18UHME4
Hours / Week : 6
Credits : 3

Max Marks : 100
Internal Marks : 25
External Marks : 75

OBJECTIVE

- To instill confidence in learners and improve their language skills to face the challenges of a competitive examination
- To equip learners with adequate English language skills to achieve success in competitive examinations

UNIT-I

- ❖ Vocabulary – Synonyms and Antonyms – One Word Substitution – Identifying the Correct spelling – Idioms and Phrases – Foreign Words and Phrases

UNIT-II

- ❖ Spotting Errors – Figures of Speech - Abbreviations

UNIT-III

- ❖ Email Etiquette – Letter Writings –Paragraph writing –Essay Writing

UNIT-IV

- ❖ Note making –Precis Writing – Reading Comprehension – Developing Hints – Report Writing – Circular Writing –Resume Writing

UNIT-V

- ❖ Types of questions – online test – mock interview – Do's and Don'ts in Peer Group Dynamics – Mock Group Dynamics

REFERENCE

A Book on Development of Soft Skills- Dr.V.Ayothi & Dr.K.Meena
A Course in Communication Skills – P.Kiranmai dutt , Geetha Rajeevan

SEMESTER – IV

CORE COURSE – IV ADVANCED FRONT OFFICE AND ACCOMMODATION OPERATIONS

Sub Code : 18UHM4CC4

Hours / Week: 4

Credits : 4

Max Marks :100

Internal Marks : 25

External Marks : 75

General Objective:

After completion of this course, the student will be able to handle the various operations of the front office and accommodation department.

UNIT –I Front Office Accounting

- 1.1 Guest accounting – Functions
- 1.2 Job description of a front office cashier
- 1.3 Guest Accounts-Folios-Vouchers-Ledgers
- 1.4 Creation & Maintenance of Accounts - Record keeping system: Manual, Semi - Automated, duly automated
- 1.5 Credit monitoring - Floor limit, House limit, part settlement of in house guests
- 1.6 Account maintenance: Charge purchase, Account Correction, Accounts allowance, Account transfer, Cash advance, Encashment of Foreign Exchanges.

UNIT –II Night Auditing

- 2.1 Night Auditor – Introduction to Night auditing - Importance
- 2.2 Duties and Responsibilities of Night Auditor – Job Description
- 2.3 Daily & supplementary transcripts – Guest credit monitoring
- 2.4 The night audit process

UNIT –III Linen and Laundry Operations

- 3.1 Introduction – Linen & Uniform room – Layout – Storage and Exchange of linen – Par stock – Linen Control
- 3.2 Linen Quality and Life span - Soft furnishings
- 3.3 Laundry – Types – Planning and layout of OPL –
- 3.4 laundry equipments – laundering – Pressing – Folding – Spotting – Dry Cleaning –
- 3.5 Laundry agents – Soaps and detergents – Laundry Process
- 3.6 Dry cleaning – Advantages and Limitation – Process – Dry cleaning materials – Handling guest laundry.

UNIT –IV Stain removal and Health & Safety Practices

- 4.1 Stain – Identification – Classification – Principles of stain removal
- 4.2 Uniforms – Selection and design – Storage – Issuing and Exchanging procedure – Advantages of providing uniforms
- 4.3 Health and Safety - Accidents & Personal injuries - Prevention of accidents - Safety measures
- 4.4 First aid –Definition- Importance - Contents of First aid box - First –aid remedies given at critical situations
- 4.5 Fire prevention - Classification-types of extinguishers-suggested procedures-fire fighting procedures - fire protection check-list

UNIT –V Flower arrangements

- 5.1 Flower arrangement – Introduction – Basics – Ingredients and equipments used –
- 5.2 Designing flower arrangements – General guidelines for arrangements – Styles of flower arrangements
- 5.3 Pest control – Types of pest – Common pest and their control – Waste disposal
- 5.4 Decorations during various occasions
- 5.5 Horticulture – indoor plants

Text Books:

- T.B – 1:** Hotel Front Office Operation and Management, Jatashanker R.Tewari, Oxford University press, 2010.
- T.B – 2:** Hotel housekeeping operations and Management, G.Raghubalan – Smritee raghubalan, Oxford University press, 2011.

UNIT - I : T.B – 1 Chapter - 11

UNIT- II : T.B – 1 Chapter – 12

UNIT- III : T.B – 2 Chapter – 17

UNIT- IV : T.B – 2 Chapter – 17, 18 & 20

UNIT- V : T.B – 2 Chapter – 22, 27 & 28

Book for Reference:

- Andrews Sudhir, Hotel Housekeeping Manual, Tata McGraw Hill.
- Branson & Lennox, Hotel Housekeeping, Hodder & Stoughton.
- A.C. David, Hotel and Institutional Housekeeping.
- Professional Management of Housekeeping Operations, Martin Jones, Wiley.
- Accommodation and Cleaning Services, Vol.I & Vol.II, David.Allen, Hutchinson.

SEMESTER – IV

CORE PRACTICAL – IV ADVANCED FRONT OFFICE AND ACCOMMODATION OPERATIONS PRACTICAL

Sub Code : 18UHM4CP4
Hours / Week: 3
Credits : 2

Max Marks :100
Internal Marks : 40
External Marks : 60

General Objective:

After completion of this course, the student will be able know and understand the operations front office and accommodation operation

1. Hands on practice of computer applications related to Front Office procedures such as
 - Reservation
 - Registration
 - Guest History
 - Telephones
 - Housekeeping
 - Daily transactions
2. Front office accounting procedures
 - Manual accounting
 - Machine accounting
 - Payable, Accounts Receivable, Guest History, Yield Management
3. Role Play
4. Situation Handling
5. Layout of Linen and Uniform Room/Laundry
6. Laundry Machinery and Equipment
7. Stain Removal
8. Flower Arrangement
9. Selection and Designing of Uniforms

Text Books:

T.B - 1: Hotel Front Office, R.Jatashankar, Oxfrd University Press, 2013

T.B - 2: Hotel Front Office, Sudhir Andrews, Tata McGraw Hill, 2011

T.B - 3: Hotel Housekeeping, G.Raghubalan, Oxfrd University Press, 2010

Books for Reference:

- Malik, S. Profile of Hotel and Catering Industry, Heinemann, 1972.
- Check in Check out – Jerome Vallen
- Front Office Procedures – Peter Abbott & Sue Lewry
- Basic Hotel Front Office Procedures – Peter Renner

SEMESTER – IV

ALLIED COURSE – IV BAKERY AND CONFECTIONERY

Sub Code : 18UHM4AC4
Hours / Week : 3
Credits : 3

Max Marks : 100
Internal Marks : 25
External Marks : 75

General Objectives of the course:

- After completion of this course, aims at preparing the students to subsequently understand and making them experts in preparing various Bakery Products, confectionery, icing, pastry, raw materials and equipments.

UNIT-I Introduction

- 1.1 Introduction and Aims and objectives of bakery
- 1.2 Organizational structure of bakery – Small and large
- 1.3 Equipments used- Description and uses
- 1.4 Oven- Types and their advantages / disadvantages
- 1.5 Personal hygiene maintained in bakery

UNIT-II Raw Materials Used In Bakery

- 2.1 Wheat- Diagram, Milling process,
- 2.2 Flour- composition, types, character of good quality flour, flour test. Function of flour and its storage
- 2.3 Sugar – functions and cooking its uses in bakery-Fats and oils, types and uses in bakery.
- 2.4 Salt – functions and its uses in bakery - egg composition type of egg storage and function.
- 2.5 Yeast- structure of yeast - Type and Composition - Function in fermentation and bakery products - Leaving agents and functions.

UNIT- III Bread and cake products

- 3.1 Principles involved in yeast products – Bread – Types and Functions
- 3.2 Bread – Methods - Faults and remedies.
- 3.3 Cake - Ingredients and function
- 3.4 Cake – Type – Principles - Balancing formula
- 3.5 Cake- methods, faults and remedies

UNIT-IV Cookies and Biscuits

- 4.1 Cookies- - Principle – Ingredients and Functions
- 4.2 cookies – Types - Method
- 4.3 Cookies - Faults and remedies
- 4.4 Biscuits – Principle – Ingredients - Function
- 4.5 Biscuits – Types – Method - Faults and Remedies

UNIT-V Icings and Pastries

- 5.1 Icing – introduction – Types - Method
- 5.2 Gum paste, Marzipan- Methods and Uses

- 5.3 Chocolate and ice cream – Types and Methods
- 5.4 Pastry – Introduction – Types and Method
- 5.5 Decoration of cake- Birthday and wedding-utilizes

T.B – 1: Bakery and confectionary-yogambal ashokkumar-phi learning pvt. Ltd.

- UNIT - I** : Chapter – 16, 17
- UNIT- II** : Chapter 1, 2,3,4,5,6,7,8
- UNIT- III** : Chapter – 11, 12
- UNIT- IV** : Chapter – 14
- UNIT- V** : Chapter – 13, 15

Books for Reference:

1. Basic baking science & craft by S.C Dubey [S.C.Dubey F-10/5, malaviya nagar, NewDelhi.]
2. Beautiful Baking- Consultant editor-carole clements Richard blady publishing[Anness Publishers Ltd]
3. Perfect baking at home – kritika A. Mathew[vasan book depot. Bangalore]
4. Practical baking- sultan
5. New complete book of breads- Bernard clayton[Fireside Rockefeller center, Newyork]
6. Baking made simple- M,K Gaur & Manish Gaur[Bakers & machinery & consultancy company, Bangalore

SEMESTER – IV

ALLIED PRACTICAL – III COMPUTER APPLICATIONS PRACTICAL

Sub Code : 18UHM4AP3
Hours / Week: 3
Credits : 2

Max Marks :100
Internal Marks : 40
External Marks : 60

General Objective:

After completion of this course, the student will be able

WINDOWS OPERATIONS

- Creating Folders
- Creating Shortcuts
- Copying Files/Folders
- Renaming Files/Folders
- Deleting Files
- Exploring Windows
- Quick Menus

MS-WORD

- Creating a document
- Formatting a document
- Special effects
- Cut, Copy, paste Operations
- Word tools
- Table and Graphics
- Print options

MS-EXCEL

- Creating and parts of Excel
- Making worksheet look pretty
- Moving, copying, deleting, inserting options
- Additional features of worksheet
- Maintaining multiple worksheet
- Creating graphics and charts
- Data base facilities
- Sorting records in data base

MS-POWERPOINT

- Making a simple presentations
- Using auto content wizards and templates
- Setting up a Slide show
- Animation
- Inserting pictures

INTERNET

- Browsing
- Opening a new mail id

Text Books: T.B – 1: Computer in Hotel, Partho Pratim Seal, Oxford University Press.

SEMESTER –IV

SBE -I HOSPITALITY MARKETING

Sub Code :18UHMSBE1

Max Marks : 100

Hours / Week : 2

Internal Marks : 25

Credits : 2

External Marks : 75

General Objective

After completion of this course, students will be able to understand the need and significance of marketing practices in development of hotel industry.

Unit-I Introduction to Marketing

- 1.1 Introduction: Concept, nature, scope and importance of Hospitality marketing
- 1.2 Hospitality Marketing concept and its evolution; Marketing mix; Overview of Strategic marketing planning
- 1.3 Market Analysis and Selection: Marketing environment – macro and micro components and their impact on marketing decisions.
- 1.4 Market segmentation and positioning; Buyer behavior; consumer versus organizational buyers; Consumer decision making process.

Unit-II Product & Pricing Decisions

- 2.1 Product Decisions: Concept of a product
- 2.2 Classification of products; Major product decisions
- 2.3 Product line and product mix; Branding; Packaging and labeling
- 2.4 Product life cycle –strategic implications; new product development and consumer adoption process.
- 2.2 Pricing Decisions: Factors affecting price determination; Pricing policies and strategies; Discounts and rebates.

Unit-III Distribution Channels

- 3.1 Distribution Channels and Physical Distribution Decisions: Nature, functions
- 3.2 Types of distribution channels
- 3.3 Distribution channel intermediaries; Channel management decisions; Retailing and wholesaling.
- 3.4 Promotion Decisions: Communication Process; Promotion mix – advertising, personal selling, sales promotion, publicity and public relations;
- 3.5 Determining advertising budget; Copy designing and testing; Media selection; Advertising effectiveness; Sales promotion – tools and techniques.

Unit-IV Marketing Research

- 4.1 Hospitality Marketing Research: Meaning and scope of marketing research;
- 4.2 Marketing research process.
- 4.3 Marketing Organization and Control
- 4.4 Organizing and controlling marketing operations.

Unit-V Marketing of services and International marketing

- 5.1 Issues and Developments in Marketing: Social, ethical and legal aspects of marketing
- 5.2 Marketing of services
- 5.3 International marketing; Green marketing; Cyber marketing
- 5.4 Relationship marketing and other developments of marketing.

Text Book:

T.B – 1: Tourism Development - A.K.Bhatia

T.B – 2: Marketing Management – S.A. Sherlekar

Unit I : T.B – 1 Chapter 1 & 2

Unit II : T.B – 2 Chapter 3

Unit III : T.B – 1 Chapter 4, T.B – 2 Chapter 4

Unit IV : T.B – 1 Chapter 5

Unit V : T.B – 2 Chapter 7

Reference Book:

1. Hospitality Sales and Marketing, Sixth Edition, Author: James R. Abbey, Ph.D., CHA, University of Nevada.
2. Hospitality marketing, Author: Neil Wearne and Alison Morrison, published 2011 by Roulledge.

CORE COURSE-V HOTEL ACCOUNTS

Sub Code : 18UHM5CC5

Max Marks :100

Hours / Week : 6

Internal Marks : 25

Credits : 5

External Marks : 75

General Objective:

After completion of this course, students will be able to understand the accounting principles and basic accounting procedures and formats

UNIT – I Introduction to accounts

- 1.1 Introduction to accounts
- 1.2 Book- Keeping - Meaning - Definition - Objectives
- 1.3 Accounting – Meaning - Definition - Objectives - Importance - Functions - Advantages – Limitations
- 1.4 Meaning of Debit and Credit - Types of Accounts and its rules
- 1.6 Distinction between Book Keeping and Accounting
- 1.7 Branches of Accounting

UNIT – II Ledger and Trial Balance

- 2.1 Introductions to Journal - Advantages of Journal - Sub division of journal
- 2.4 Ledger - Ruling of ledger account - Sub-division of ledger - Distinction between journal and ledger
- 2.5 Trial Balance – Meaning, Definition, Objectives, Features, Limitations, methods and Specimen of Trial Balance.

UNIT – III Final Accounts

- 3.1 Final Accounts – Introduction
- 3.2 Trading Account – Introduction, Definition, Preparation and Specimen of Trading Account
- 3.3 Profit and Loss Account - Introduction, Definition, Preparation and Specimen of Profit and Loss Account
- 3.4 Balance Sheet – Introduction, Definition, Classification of assets and liabilities, Performa of Balance Sheet
- 3.5 Preparation of Final Accounts

UNIT- IV Cost Sheet and Production Account

- 4.1 Cost sheet - Introduction - Meaning, definition, Purpose and Specimen of cost sheet
- 4.2 Cost sheet and production Account
- 4.3 Treatment of stocks - Stocks of raw materials - Stocks of work-in-progress - Stocks of finished goods
- 4.4 Introduction to store ledger - Store ledger Specimen
- 4.5 BIN card - Difference between store ledger and Bin card - Issue of material - Treatment of surplus material
- 4.6 Methods of pricing of material - First in First out method [FIFO] - Last in First out method [LIFO]

UNIT – V Budgeting

- 5.1 Introduction - Meaning, Definition and Objectives of Budget
- 5.2 Budgeting - Budgetary Control - Forecast and Budget
- 5.3 Organization - Budget centre - Budget manual - Budget Period
- 5.4 Classification of Budgets - Classification according to time - Classification based on functions - Classification on the basis of flexibility

5.5 Zero Base Budgeting (Z.B.B.) – Process

T.B – 1: Basic Accountancy, R L Gupta, 2002.

- Unit- I** : Chapter-1, T.B – 1
Unit – II : Chapter-3, 5 Appendices- I T.B – 1
Unit – III : Chapter – 7, T.B – 1
Unit – IV : Chapter- 10, T.B – 1
Unit – V : Chapter – 17, T.B – 1

Reference books:

- Introduction to Accounting – by T.S. Grewal - Publisher S.Chand & Co.Ltd, New Delhi.
- Hospitality Industry Financial Accounting – by Raymond S. Schmidgall & James W.Damitio - Edn. Inst. of the AHMA
- Cost Accounting – R.S.N.Pillai & V. Bagavathi - Publisher S.Chand & Co. Ltd., New Delhi
- Principles of Management Accounting Dr.S.N.Maheshwari - Publisher Sultan Chand & Sons, New Delhi.
- Accounting and Cost Control in Hotel and Catering Industry – OZI D’cunha - Publisher Dicky’s Enterprises, Mumbai.

SEMESTER – V
CORE COURSE-VI HUMAN RESOURCE MANAGEMENT

Sub Code : 18UHM5CC6
Hours / Week : 5
Credits : 5

Max Marks :100
Internal Marks : 25
External Marks : 75

General Objective: After completion of this course, students will be able to be familiarized with management of Human Resource in hotel Industry.

Unit – I Introduction to HRM

- 1.1 Introduction to HRM - Human resource management and personal management – Definitions - Objectives – Functions - Nature and Importance of human resource management – Role of human resource manager – Qualities of human resource manager
- 1.2 Job Design - Job analysis - Job description - Job Specification - Job Evaluation
- 1.3 Human Resource Planning – Meaning – Definition – Objective- - Importance – Characteristics – Limitations – Factors influencing Human Resource Planning – Steps involved in Human Resource Planning

Unit- II Communication, Motivation and Leadership

- 2.1 Communication – Meaning – Definition – Nature – Importance – Elements of communication – Types of Communication – merits and demerits
- 2.2 Motivation – Meaning – Definition – Nature – Characteristics – Importance – Process – Theories of motivation
- 2.3 Leadership - Meaning – Definition – Nature – Importance – Characteristics – Importance – Distinction between a leader and a manager – qualities of a leader – Functions of a leader – kinds of leadership styles.

Unit – III Recruitment, Training and Performance Appraisal

- 3.1 Recruitment – Meaning, Definition, Sources and factors determining recruitment
- 3.2 Selection - Definition - Steps involved in selection of candidates
- 3.3 Training - Meaning need for training - Importance of training and development - Essentials of a good training programme - Process of training - methods of training
- 3.4 Performance appraisal - Meaning - Features - Advantages and Methods of performance appraisal

Unit – IV Incentives, absenteeism and labour turnover

- 4.1 Meaning - Definitions - Financial and non-financial incentives - Merits of incentives – Problems arising out of incentives
- 4.2 Absenteeism meaning - Causes of absenteeism
- 4.3 Labour turnover - Causes of labour turnover in Hospitality Industry
- 4.4 Discipline and– meaning – Definition – Positive and Negative aspects of Discipline – Causes of Discipline – Procedure for disciplinary action – kinds of punishment
- 4.5 Grievance – Meaning – Definition – Characteristics – Causes of grievances

Unit – V Organizational development & HR audit

- 5.1 Meaning of Organizational development - Definitions of organizational development - Characteristics - Objectives - Assumptions - Steps
- 5.2 Human resource audits - Meaning - Objectives of HR audit - Need for or importance of HR audit -Indicators for HR audit - Qualitative indicators - Quantitative indicators - Verifications under the HR audit - Personnel policies and procedures - Benefits of HR audit.
- 5.3 Industrial Disputes – Causes – Consequences – Settlement

5.4 Quality of work life – Meaning – Definition – Factors responsible for the growing - importance of QWL – Criteria for measuring QWL – Measures to improve QWL

T B – 01 : Human Resource management – J.Jayasankar – Margham Publications

Unit- I : Chapter - 1, T.B – 1

Unit – II : Chapter – 6, 7 T.B – 1

Unit – III : Chapter – 8, 9 T.B – 3

Unit – IV : Chapter – 12, 20, T.B – 3

Unit – V : Chapter – 25, 30 T.B – 3

Reference books:

1. Human Resource Management, Sarah Gilmore & Steve Williams, Oxford University Press, 2009
2. Catering Management and Integrated Approach, Mohini Saethi

SEMESTER – V

CORE COURSE -VII FOOD AND BEVERAGE CONTROLS

Sub Code : 18UHM5CC7

Hours / Week : 5

Credits : 5

Max Marks : 100

Internal Marks : 25

External Marks : 75

General Objectives of the course:

- After completion of this course, the student will be able to learn the food and beverage cost controls and management.

UNIT – I Cost Dynamics and Sales Concept

- 1.1 Elements of Cost
- 1.2 Classification of Cost
- 1.3 Various Sales Concepts
- 1.4 Uses of Sales Concept

UNIT – II Inventory and Beverage Control

- 2.1 Importance, Objective – Method - Levels and Technique
- 2.2 Perpetual Inventory - Monthly Inventory - Pricing of Commodities
- 2.3 Comparison of Physical and Perpetual Inventory
- 2.4 Purchasing - Receiving - Storing - Issuing
- 2.5 Production Control- Standard Recipe- Standard Portion Size

UNIT – III Sales and Budgetary Control

- 3.1 Procedure of Cash Control - Machine System – ECR – NCR
- 3.2 Preset Machines – POS
- 3.3 Reports – Thefts - Cash Handling
- 3.4 Define Budget - Define Budgetary Control – Objectives - Frame Work
- 3.5 Key Factors - Types of Budget - Budgetary Control

UNIT – IV Variance and Breakeven Analysis

- 4.1 Standard Cost - Standard Costing- Cost Variances
- 4.2 Material Variances - Labor Variances - Overhead Variance
- 4.3 Fixed Overhead Variance- Sales Variance - Profit Variance
- 4.4 Breakeven Chart - B. P V Ratio
- 4.5 Marginal Cost- Graphs

UNIT – V Menu Merchandising and Engineering

- 5.1 Menu Control - Menu Structure – Planning
- 5.2 Menu Planning and Menu Engineering – Importance – Differences – Terms used (Stars, Plow Horses, Docks and Puzzles)
- 5.2 Pricing of Menus - Types of Menus
- 5.3 Menu as Marketing Tool - Layout- Constraints of Menu Planning
- 5.4 Definition and Objectives-.Methods - Advantages
- 5.5 Reports - Calculation of actual cost- Daily Food Cost - Monthly Food Cost

Text Books:

T.B – 1: Food and Beverage Management-Bernard Davis, Andrew Lockwood, Sally Stone- 3rd edition

T.B – 2: Food and Beverage Management-Bernard Davis, Andrew Lockwood, - 5th editions

UNIT - I : T.B-1-chapter 01 & 02
UNIT- II : T.B-1 - chapter 05 & 06
UNIT- III : T.B-1- chapter 10
UNIT- IV : T.B-2-chapter 15
UNIT- V : T.B-2-chapter 17

Books for Reference:

- ITDC, Training Manual.

SEMESTER – V

CORE PRACTICAL – V BAKERY AND CONFECTIONERY - PRACTICAL

Sub Code : 18UHM5CP5
Hours / Week: 5
Credits : 5

Max Mark : 100
Internal Marks : 40
External Marks : 60

General Objectives of the course:

After completion of this course, the students will be able to prepare various bakery and confectionary products.

S.No	Topic	Method of Instruction
1.	i)Equipments -Identification, Description, Uses & handling ii) Hygiene- etiquettes, Practices iii) Safety and security in Bakery	Demonstration
2.	Yeast products <ul style="list-style-type: none"> ➤ Bread and rolls ➤ Buns ➤ Brioche ➤ Pizza ➤ Dough nuts 	Students will have hands on training on the menus compiled
3.	Cake products <ul style="list-style-type: none"> ➤ Sponge ➤ Muffins ➤ Madeleine’s ➤ Egg less ➤ Christmas and birthday 	
4.	Pastry <ul style="list-style-type: none"> ➤ Puff ➤ Danish and croissants ➤ Choux ➤ Flaky ➤ Short crust 	
5.	Cookies and biscuits <ul style="list-style-type: none"> ➤ Melting moment ➤ Nankhtai ➤ Piping cookies ➤ Salt biscuit ➤ Sweet biscuit 	
6.	Icing and decoration <ul style="list-style-type: none"> ➤ Butter ➤ Royal ➤ Gum paste ➤ Fondant ➤ birthday 	
7.	Desserts <ul style="list-style-type: none"> ➤ Coffee mousse ➤ Soufflé ➤ Trifle ➤ Pudding ➤ Jelly 	

Suggested Menu:

Menu-1 Jam Tart Orange Muffins Checked Biscuits Caramel Custard	Menu-4 Bread Rolls Palmiers Sand Castle Christmas Pudding	Menu-7 Burger Buns Black Forest Cake Cheese Straws Coffee Mousse
Menu-2 Vegetable Puffs Madelines Cakes Coconut Biscuits Bread And Butter Pudding	Menu-5 Raisin Bread Chicken-Vol-Au-Vent Cream Cookies Hony Comb Mould	Menu-8 Croissant Chocolate Cake Nan Khatai Lemon Sponge
Menu-3 Milk Bread Praline Finger Apple Pie Albert Pudding	Menu-6 Swiss Roll Garlic Bread Fig Pin Wheels Butter Scotch Sponge	Menu-9 Coconut Puffs Yule Log Melting Moments Chocolate Mousse
Menu-10 Danish Pastry Plum Cake Varki Lemon Suffle	Menu-11 Pizza Fruit Cake Banana Flans Fruit Trifle	Menu-12 Birthday Cake Bread Sticks Chicken Puffs Christmas Pudding

Text Books:

T.B - 1: Modern Cookery for Teaching and the Trade Vol. I & Vol.II – Thangam E.Philp (Mumbai, Orient Longment).

T.B - 2: Bakery and confectionary- yogambal ashokkumar.

Books for Reference:

1. Basics of baking- sandeep malik, aman publications
2. Professional baking- wayne gisslen, john wilwey and sons 5th edition, 2009.

SEMESTER – V

MAJOR BASED ELECTIVE -I FOOD SAFETY & HYGIENE

Sub Code : 18UHM5MBE1
Hours / Week : 4
Credits : 4

Max Marks : 100
Internal Marks : 25
External Marks : 75

OBJECTIVES:

- To enhance the Students about the food safety and its importance in preparing Food.
- To enquiry the Students knowledge about the agents of Food Spoilage.
- To take Precautions Steps or to prevent the Food Spoil.
- To know about the Nutrition and its Classifications.
- To make the Students gain knowledge about Healthy Nutrition and its value.
- To Know about Health Beneficiaries and the measures to have a hygiene Food and its improvement.

Unit I MICRO ORGANISM

- ❖ Moulds, Yeasts, Bacteria – Types, Growth, Temperature conditions, Moisture, Time, Growth pattern and Control. Role of Microbes in food preparation. Beneficial effect – Economic importance. Harmful effects –
- ❖ Food poisoning.
- ❖ Food infections and food infestation.

Unit II FOOD ADULTERATION AND FOOD PRESERVATION

- ❖ Types of common food adulterants test to detect food adulteration. Laws to prevent. Food Adulteration, Food Standards, Food Additives.
- ❖ Principles of food preservation use of low and high temperature, chemical preservatives, Irradiation deep freezing, canning and sterilization. Use of preservatives and their standards.

Unit III NUTRITION

- ❖ Definition of Nutrition
- ❖ Nutrition classification
- ❖ Macro and Micro nutrients
- ❖ Carbohydrates, proteins, fats, minerals, and vitamins, water and fibre. Sources, Deficiency diseases, excessive intake, RDA.
- ❖ Digestion and absorption of food

UNIT IV NUTRITION AND FOOD

- ❖ Nutrition and healthy eating, Five food groups, Balanced diet,
- ❖ Food for patients – like Diabetic, Blood Pressure etc. Food for Children, Working Women, Hard working men, Sports persons, Fat free and high fibre.
- ❖ Factors affecting the nutritive value of food, product development, water, proteins, carbohydrates, lipid, emulsions.

Unit V HEALTH AND HYGIENE

- ❖ COSHH – Control of Substances Hazardous to Health – Legislation – 1990/91 Amendments
- ❖ Safety regulation, Accidents, Prevention and First Aid
- ❖ Hygiene: HACCP, provision of safe food, Color coding, Hygiene storage of food, personal hygiene, food hygiene, general health and fitness.

REFERENCE:

1. Tara Paster, The Haccp Food Safety Training Manual, John Wiley & Sons, 2006
2. Carol Wallace, William Sperber, Sara E. Mortimore, Food Safety for the 21st Century: Managing Haccp and Food Safety Throughout the Global Supply Chain, John Wiley & Sons, 2006
3. Curricula on food safety. Directorate general of health services. Ministry of health and family welfare. Government of India. Nirman Bhavan, New Delhi.
4. Food Safety Fundamentals, Prentice Hall, April 2002

SEMESTER – V

SBE – II HOTEL LAW

Sub Code : 18UHM5SBE2
Hours / Week : 2
Credits : 2

Max Marks : 100
Internal Marks: 25
External Marks: 75

General Objective of the Course:

On completion of study of this course, the student will be able to understand the need, importance and applications of laws in hotel industry.

UNIT I

- 1.1 Introduction - Law and society
- 1.2 Need for the knowledge of law
- 1.3 Sources of Indian law
- 1.4 Classifications of law
- 1.5 List of licenses and permits required for operating a Hotel/Restaurant and other catering Establishments under various local, state and union laws
1. 6 Procedure for Procurement, Renewal, Suspension and Termination of licenses

UNIT II

- 2.1 Evaluation of Mercantile law
- 2.2 The Partnership ACT 1932
- 2.3 The Indian companies Act, 1956
- 2.4 The Sale of goods Act 1930
- 2.5 The Negotiable instruments Act 1881
- 2.6 The Insurance Act 1939
- 2.7 The law of Agency

UNIT –III

- 3.1 The Indian contract Act, 1872
- 3.2 Meaning and definition of Contract
- 3.3 Essential elements of contract
- 3.4 Classification of contract
- 3.5 Contract between innkeeper and guest

UNIT IV

- 4.1 Evaluation of Industrial law
- 4.2 The Factories Act, 1948
- 4.3 The Tamil Nadu Catering Establishments Act, 1958
- 4.4 The Employees State Insurance Act, 1953
- 4.5 The provident fund Ac, 1952
- 4.6 The Payment of Gratuity Act, 1972
- 4.7 The Bonus Act, 1965

UNIT –V

- 5.1 The Prevention of Food Adulteration Act, 1954
- 5.2 The Central committee for food standards
- 5.3 Central food laboratory

- 5.4 Procedure followed by the food inspector
- 5.5 Food Inspector and their Powers and duties
- 5.6 FSSAI

Text Books:

T.B - 1: Amitabh Devendra, Hotel Law, Oxford University Press, 2013

- UNIT I** : T.B- 1 Chapter 1
- UNIT II** : T.B- 1 Chapter 3 & 4
- UNIT III** : T.B- 1 Chapter 6 & 7
- UNIT IV** : T.B- 1 Chapter 2 & 5
- UNIT V** : T.B- 1 Chapter 10

Reference Books:

1. N.D.Kapoor, 2014, Mercantile law, Sultan Chand & Sons; Thirty Fourth edition (2014)
2. N.D.Kapoor, Industrial law, 2013, Sultan Chand & Sons, 14th Revised Edition Reprint 2013

SEMESTER – V

SBE – III Travel and Tourism

Sub Code : 18UHM5SBE3

Hours / Week: 5

Credits : 4

Max Marks :100

Internal Marks : 25

External Marks : 75

General Objective of the Course:

After completion of this course, the student will be able to comprehend the nature and existence of tourism in India and functions of government and tourism organizations

UNIT - I Tourism and Indian Economy

- 1.1 Contribution of Tourism in Indian Economy
- 1.2 Role of Govt. in Tourism Industry – Central and State Governments hierarchy with functions
- 1.3 Incentives / Subsidies and tax from Central / State Governments for Tourism and Hotel projects
- 1.4 Role of Private sectors in Tourism Industry

UNIT II Tourism Information

- 2.1 Tourism information - Distribution channels
- 2.2 Media– Print media, Visual media
- 2.3 Passport, visa, types of visa, visa obtaining procedures
- 2.4 Visa and Certificate of registration regulations for Foreigners in India

UNIT –III Tourism Agencies

- 3.1 Historical development of travel agencies Cox & Kings, American Express
- 3.2 Role of Tourism organizations – UNWTO – PATA – IATA – ICAO – TAAI
- 3.3 Tourism agencies in India – SITA, Mercury Travels, TCI, and its functions
- 3.4 Air ticketing – Reservation – Types of Air fare – Calculation

UNIT-IV Airlines – Historical Development

- 4.1 Need for a National Airline; International Airlines coming to India
- 4.2 Freedom of Air
- 4.3 Charters – Types of Charters
- 4.4 Check-in formalities of domestic and International Airports

UNIT –V Tourism in South India

- 5.1 Religious Tourism in Tamil Nadu, Pondicherry
- 5.2 Tourist Festivals in Tamil Nadu, Pondicherry
- 5.3 Hill resorts – Beach resorts
- 5.4 Theme resorts – Adventure tourism
- 5.5 Tourist important places in Andhra Pradesh, Karnataka, Kerala and Pondicherry

Text Books:

T.B – 1: Tourism Principles and Practices, Sampad Kumar Swain & Jitendra Mohan Mishra, Oxford University press, 2013.

T.B – 2: Tourism Operations and Management, Oxford University Press

UNIT – I : T.B – 1, 2 Chapter - 1

UNIT- II : T.B – 1, 2 Chapter – 2 & 3

UNIT- III : T.B – 1 Chapter – 14

UNIT- IV : T.B – 1 Chapter – 3 & 5

UNIT- V : T.B – 1,2 Chapter – 1

Books for Reference:

1. Tourism Principles and Practices. Pitman Burkart and Medlik,
2. Tourism: Past, Present and Future Heinemann, ELBS.
3. S. Babu , SMishra and B.B.Parida, Tourism Development Revisited: Concepts, Issues and Paradigms ,
4. Response Books Mill, R.C., Tourism: The International Business, Pretience Hall, New Jersey

SEMESTER – VI

CORE COURSE – VIII IET(I,II,III) AND PROJECT REPORT

Sub Code : 18UHM6CC8

Hours / Week : 6

Credits : 5

Max Marks : 100

Internal Marks : 40

External Marks : 60

STUDENTS SHOULD UNDERGO A INTERNSHIP TRAINING IN SEMESTER II,III AND V AND REPORTS ARE SUBMITTED IN THE 6th SEMESTER IN THE DEPARTMENT.

SEMESTER – VI
CORE COURSE - IX FOOD PRODUCTION-III

Sub Code :18UHM6CC9
Hours / Week : 6
Credits : 6

Max Marks : 100
Internal Marks : 25
External Marks : 75

General Objectives:

- After completion of this course, the student will be able to learn the international cuisines of the world.

UNIT – I European Cuisine

- 1.1 French cuisine – Geographical regions – Popular ingredients – Specialty Cuisines – Equipments used
- 1.2 Cuisine of the UK - Geographical regions - Popular ingredients - Specialty Cuisines
- 1.3 Scandinavian Cuisines – Regions – Popular ingredients - Specialty Cuisines
- 1.4 German Cuisines - Geographical regions - Popular ingredients - Specialty Cuisines

UNIT – II Western Cuisine

- 2.1 Italian Cuisine - Popular ingredients – Special Equipments – Special Italian dishes
- 2.2 Mediterranean Cuisine – Seasonal availability
- 2.3 Lebanese, Greek, Spanish, Turkish, Moroccan, Provencal – Special ingredients – Special dishes
- 2.4 Mexican Cuisine - Popular ingredients – Special Equipments – Special dishes

UNIT – III Oriental Cuisine

- 3.1 Chinese Cuisine – Cooking style – Ingredients – Specialty dishes – Equipments
- 3.2 Japanese Cuisine– Ingredients – Cooking style - Specialty dishes – Special equipments
- 3.3 Thai Cuisine– Ingredients – Specialty dishes – Equipments

UNIT – IV Western Plated Food and Diet Analysis

- 4.1 Concept of plate presentation – Garnish – Cooking methods – Plate Selection – Arranging foods
- 4.2 Merging of Flavours, shapes and texture on the plate
- 4.3 Emerging Trends in Food Presentation
- 4.4 Balanced Diet and Nutritional Analysis
- 4.5 Principles of Healthy Cooking

UNIT – V Production Management and Product Development

- 5.1 Kitchen organization - Allocation of Work - Job Description, Duty Rosters
- 5.2 Production Planning - Production Scheduling
- 5.3 Production Quality & Quantity Control - Forecasting & Budgeting - Yield Management
- 5.4 Product & Research Development - Testing new equipment
- 5.5 Developing new recipes - Food Trails - Organoleptic & Sensory Evaluation

Text Books:

T.B – 1: International Cuisines and Food production management, Parvinder S Bali, Oxford University Press, 2013

UNIT - I : T.B – 1 Chapter 07

UNIT- II : T.B – 1 Chapter 06

UNIT- III : T.B – 1 Chapter 10

UNIT- IV : T.B – 1 Chapter 8 & 9

UNIT- V : T.B – 1 Chapter 17 & 18

Books for Reference:

- 1 Klinton & Cesarani : Practical Cookery Arnold Heinemann.
- 2 Larousse Gastronomique cookery encyclopedia by paul hamlyn.
- 3 Le repertoire de la cuisine – l. Saulnier.

SEMESTER – VI

CORE PRACTICAL-VI FOOD PRODUCTION PRACTICAL -III

Sub Code : 18UHM6CP6

Hours / Week: 6

Credits : 5

Max Marks :100

Internal Marks : 40

External Marks : 60

General Objective:

After completion of this course, students will be able to compile menus and prepare different dishes in various cuisines of the world

Three course menus to be formulated featuring International Cuisines

- French
- Oriental
- Chinese
- Thai

Suggested Menus

MENU 01 Consomme Carmen Poulet Saute Chasseur Pommes Loretta Haricots Verts Salade de Betterave Brioche Baba au Rhum	MENU 02 Bisque D'ecrevisse Escalope De Veau viennoise Pommes Batailles Courge Provencale Epinards au Gratin
MENU 03 Crème Du Barry Darne De Saumon Grile Sauce paloise Pommes Fondant Pettis Pois A La Flamande French Bread Tarte Tartin	MENU 04 Veloute Dame Blanche Cote De Porc Charcuterie Pommes De Terre A La Crème Carottes Glace Au Gingembre Salade Verte Harlequin Bread Choclote Cream Puffs
MENU 05 Cabbage Chowder Poulet A La Rex Pommes Marguises Ratatouille Slade De Carottes Et Celeris Clover Leaf Bread Savarin Des Fruits	MENU 06 Barquettes Assortis Stroganoff De Boeuf Pommes Persilles Salade De Chou-cru Garlic Rolls Crepe Suzette
MENU 07 Duchesse Nantua Poulet Maryland Croquette Potatoes Slade Nicoise Brown Bread	MENU 08 Pate Des Pommes Knomeskies Filet De Sols Walweska Pommes lyonnaise Funghi Marirati Bread Sticks Souffle ;Milanaise

	Vol-Au-Vent-De Volaille Et
<p>MENU 09 Jambon Homard Thermidor Salade Waldorf Vienna rolls Mousse Au Chocolate</p>	<p>MENU 10 Crabe En Coquille Quiche En Coquille Quiche Lorraine Salade de Viande Pommes Parisienne Foccacia Crème Brulee</p>
<p>CHINESE MENU 01 Prawn Ball soup Fried Wantons Sweet & Sour Pork Hakka Noodles</p>	<p>MENU 02 Hot & Sour soup Beans Sichwan Stir F0ried Chicken & Peppers Chinese Fried Rice</p>
<p>MENU 03 Sweet Corm Soup Shao Mai Tung-Po Mutton Yangchow Fried Rice</p>	<p>MENU 04 Wonton Soup Spring Rolls Stir Fried Beef & Celery Chow Mein</p>
<p>MENU 05 Prawns in Garlic Sauce Fish Szechwan Hot & Sour Cabbage Steamed Noodles</p>	

Reference Books:

1. Klinton & Cesarani : Practical Cookery Arnold Heinemann.
2. Larousse Gastronomique cookery encyclopedia by paul hamlyn.
3. Chef's Manual of Kitchen Management – John Fuller.
4. Le repertoire de la cuisine – 1. Saulnier.

SEMESTER – VI

MBE-III EVENT MANAGEMENT

Sub Code : 18UHM6MBE3
Hours / Week : 5
Credits : 4

Max Marks :100
Internal Marks : 25
External Marks : 75

General Objective:

After completion of this course, students will be able to know the role of event management activities in successful business of hotel.

UNIT – I Introduction to Event Management

- 1.1 Events – Objectives – Types of events
- 1.2 Characteristics of events – Importance of events
- 1.3 Structure of events
- 1.4 Key elements of events – Event hierarchy
- 1.5 Categories of events – Event variations

UNIT II Event Planning

- 2.1 Event Planning – Planning a function
- 2.2 Needs for planning – Types of Planning
- 2.3 Principles of planning
- 2.4 Steps in planning

UNIT III Organisation Structure

- 3.1 Organisation – Design of event – Elements of design
- 3.2 Organizing of different events (theme parties, Food festivals, Concept exhibitions, Trade show, New year and Christmas parties)
- 3.3 Organisational structure – making the organizational work
- 3.4 Authority and power – Decentralization
- 3.5 Event staffing

UNIT IV Managing Event Process

- 4.1 Activities in Event management – Components of event – Property creation
- 4.2 Celebrity management and endorsements – Managing media coverage – Controlling events
- 4.3 Management of exhibition – Managing sports event
- 4.4 Event management strategies and tactics
- 4.5 Event leadership

UNIT V Event Marketing

- 5.1 Concept of Market – Focus of event marketing – Brand building – Sales stimulation
- 5.2 Pricing – Key issue for marketing
- 5.3 Event promotion and advertising
- 5.4 Evaluation of events

Text Books:

T.B – 1: Event Management, Sita Ram Singh, 2009. APH Publications

- UNIT I** : T.B – 1 Chapter 1 & 2
UNIT II : T.B – 1 Chapter 3
UNIT III : T.B – 1 Chapter 4
UNIT IV : T.B – 1 Chapter 5,6 & 7
UNIT V : T.B – 1 Chapter 8,9 & 10

Books for Reference:

1. Successful Event Management - Anton Shone & Bryn Parry, Publisher: Cengage Learning Business Press; 2 Edition (April 22, 2004) Isbn-10: 1844800768
2. Management Of Event Operations (Events Management) - Julia Tum, Philippa Norton, J. Nevan Wright, Publisher: Atlantic Publishing Company (Fl); Pap/Cdr Edition (January 8, 2007)

SEMESTER – VI

MAJOR BASED ELECTIVE -II ENTREPRENEUR SKILLS IN HOTELS

Sub Code : 18UHM6MBE2
Hours / Week : 6
Credits : 4

Max Marks : 100
Internal Marks : 25
External Marks : 75

- To ensure the student to have Broad knowledge about the hotel administration and to become a successful entrepreneur.
- To exhibit the paths of success in Hotel Industry.
- To develop the Leadership Qualities.
- To know the service, Demand Management and Revenue Management.
- To Build the Student to become a good and successful entrepreneur.
- To gain the knowledge of Business Enterprise and Finance.

Unit I INTRODUCTION TO HOTEL ADMINISTRATION

- ❖ Four Paths to Success in the Hospitality Industry
- ❖ The Essential of Hospitality and Service
- ❖ Preparing for a Successful Career in the Hospitality Industry
- ❖ The Listening Fast Track
- ❖ Developing and Managing Your Multinational Career

Unit II SUCCESS THROUGH OPERATION AND SERVICE EXCELLENCE

- ❖ Becoming a Leader in the Hospitality Industry
- ❖ Understanding and Predicting Customer Choices
- ❖ Guiding the Guest Experience
- ❖ Harnessing the Power of Your Culture for Outstanding Service
- ❖ A Scientific Approach to Managing Hospitality Operations

Unit III OUTSTANDING SERVICES, DEMAND MANAGEMENT & REVENUE MANAGEMENT

- ❖ Motivating Your Staff to Provide Outstanding Service
- ❖ How to Build Service Quality into Your Operation
- ❖ Demand Management
- ❖ Revenue Management for Enhanced Profitability: An Introduction for Hotel Owners and Asset Managers
- ❖ Competing Successfully with Other Hotels: The Role of Strategy
- ❖

Unit IV INTRODUCTION TO ENTREPRENEURSHIP

- ❖ The power of entrepreneurship
- ❖ The entrepreneurial process

- ❖ Opportunity recognition, shaping, and reshaping
- ❖ Understanding your business model and developing your strategy
- ❖ Entrepreneurial marketing
- ❖ Building the founding team
- ❖ The business planning process

Unit V BUSINESS ENTERPRISE AND FINANCE

- ❖ Building your pro-forma financial statements
- ❖ Financing entrepreneurial ventures worldwide
- ❖ Raising money for starting and growing businesses
- ❖ Debt and other forms of financing
- ❖ Legal and tax issues 5.6 Intellectual property 5.7 Entrepreneurial growth.

REFERENCES:

1. The Cornell School of Hotel Administration on Hospitality: Cutting Edge Thinking and Practice Michael C. Sturman, Jack B. Corgel, Rohit Verma John Wiley & Sons, 31-Mar-2011
2. Hotel Management & Hospitality Administration Entrances 2015 30 Jul 2014 by [Arihant Experts](#) (Author)
3. Hotel Management & Hospitality Administration Entrances 2016 by [Experts Compilation](#) (Author)
4. Entrepreneurship BY William Bygrave, Andrew Zacharakis - Hoboken, NJ: John Wiley & Sons, c2008.
5. Entrepreneurship Robert D. Hisrich, Michael P. Peters, Dean A. Shepherd. Published: Boston : McGraw-Hill/Irwin, c2008.