

**PERIYAR UNIVERSITY
PERIYAR PALAKALAI NAGAR
SALEM - 11**



**SYLLABUS
CHOICE BASED CREDIT SYSTEM
SEMESTER PATTERN**

**Bachelor of Science in Hotel Management and
Catering Science**

(Candidates admitted from 2012-2013 onwards)

**DEGREE OF BACHELOR OF SCIENCE IN
HOTEL MANAGEMENT AND CATERING SCIENCE
CBCS – CHOICE BASED CREDIT SYSTEM
(B.Sc., HM & CS)
SEMESTER SYSTEM
Regulation and Syllabus
(Effective from the Academic Year 2012-2013)**

1. Eligibility for Admission:

Candidate seeking admission to the first year degree of Bachelor of science in Hotel management and catering science shall be required to have passed the Higher Secondary Examination conducted by the Government of Tamilnadu or any other examination accepted by the syndicate of Periyar University, subject to such condition as, may be prescribed thereto, are permitted to appear and qualify for B.Sc., Degree of this University after a course of three academic years.

2. Eligibility for award of degree:

A Candidate shall be eligible for the award of degree only if he/she has undergone, the prescribed course of study in a college affiliated to the University for a period not less than three academic years, comprising six Semester and passed the examination prescribed and full filled such condition as have been prescribed there for

3. Course of Study

a. Objective of the Programme:

- i. To provide the basic and essential knowledge regarding various activities undertaken and necessary to run socially responsible business organization
- ii. To impart certain basis skills and aptitude which will be useful in taking up any particular useful in taking up any particular activity in Hospitality Industry.
- iii. To develop the personality so as to become responsible citizen with greater awareness about the Indian society and its culture.
- iv. To provide a global view of several multinational hotel and their functions which support hotel systems.

b. The Programme of study shall consist of foundation courses, skill based elective courses (SBEC) and non-major elective course.

c.

The non major elective courses (NMEC) offered by a department is meant for students studying other Programme (i.e.) HM&CS students have to study NMEC offered by other departments.

The course of study shall comprise instruction in the following subjects according to syllabus and books prescribed from time to time.

COURSE OF STUDY

Course of Study									
Semester	Part	Course Code	Course	Title of the Paper	Hrs/Week	Credit	Marks		
							CIA	EA	Total
I	I		Language-I	Tamil – I	6	3	25	75	100
	II		Language-I	English-I	6	3	25	75	100
	III		Core: I	Food Production & Patisserie-I	4	4	25	75	100
	III		Core : II	Food & Beverage Service-I	4	4	25	75	100
	III		Allied-I	Accommodation Operation-I	2	2	25	75	100
	IV			Value Education - Yoga	1	2	25	75	100
	III		Practical-I	Accommodation Operation-I	2	2	40	60	100
	III	*	Practical-II	Food Production & Patisserie-I	3	2	-	-	
	III	*	Practical-III	Food and Beverage Service-I	2	2	-	-	
II	I		Language-II	Tamil – II	6	3	25	75	100
	II		Language-II	English-II	6	3	25	75	100
	III		Core: III	Food Production & Patisserie-II	4	4	25	75	100
	III		Core : IV	Food & Beverage Service-II	4	4	25	75	100
	III		Allied-II	Front Office operation-I	2	2	25	75	100
	IV			Environment studies	1	2	25	75	100
	III		Practical-II	Food Production & Patisserie-I	3	2	40	60	100
			Practical-III	Food & Beverage Service-I	2	2	40	60	100
			Practical-IV	Front Office operation-I	2	2	40	60	100
III	III		Core : V	Food Production & Patisserie-III	5	3	25	75	100
	III		Core: VI	Food & Beverage Service-III	4	3	25	75	100
	III		Allied-III	Accommodation Operations-II	4	3	25	75	100
	III		Elective – I	Hotel French	4	3	25	75	100
	III		SBEC-I	Hospitality Mathematics	4	3	25	75	100
	III		Practical-V	Accommodation Operation-II	2	2	40	60	100
	III	*	Practical-VI	Food Production & Patisserie-II	3	2	-	-	-
	IV	*	Practical-VII	Food & Beverage Service-II	2	2	-	-	-
			NMEC-I	Front Office Management	2	2	25	75	100

1. NMEC-I – FRONT OFFICE MANAGEMENT
2. NMEC-II – PRINCIPLES OF TOURISM

Semester	Part	Course Code	Course	Title of the Paper	Hrs/Week	Credit	Marks		
							CIA	EA	Total
IV	III		Core: VII	Food Production & Patisserie-IV	5	3	25	75	100
	III		Core: VIII	Food & Beverage Service-IV	4	3	25	75	100
	III		Allied-IV	Front Office Operation-II	4	3	25	75	100
	III		Elective –II	Food Science & Nutrition	4	3	25	75	100
	III		SBEC-II	Financial & Management Accounting	4	3	25	75	100
	III		Practical-VI	Food Production & Patisserie-II	3	2	40	60	100
	III		Practical-VII	Food and Beverage Service-II	2	2	40	60	100
	III		Practical-VIII	Front Office Operation-II	2	2	40	60	100
	IV		NMEC-II	Principles of Tourism	2	2	25	75	100
V	III		Core: IX	Food Production & Patisserie-V	5	4	25	75	100
	III		Core: X	Food & Beverage Service-V	4	3	25	75	100
	III		Core: XI	Principles of Management	5	4	25	75	100
	III		Core : XII	Event Management	4	3	25	75	100
	III		Allied-III	Application of Computer	3	3	25	75	100
	III		Practical-IX	Application of Computer	2	2	40	60	100
	III	*	Practical-X	Food Production & Patisserie-III	3	2	-	-	-
	III	*	Practical-XI	Food & Beverage Service-III	3	2	-	-	-
	III			Training Reports VIVA VOCE	2	2	40	60	100
VI	III		Core :XIII	Food & Beverage Management	6	4	25	75	100
	III		Core: XIV	Human Resource Management	5	3	25	75	100
	III		Core: XV	Hotel and Business Law	4	3	25	75	100
	III		Core: XVI	Travel & Tourism Management	5	3	25	75	100
	III		Allied IV	Hotel Engineering	5	3	25	75	100
	III		Practical-X	Food Production & Patisserie-III	3	2	40	60	100
	III		Practical-XI	Food & Beverage Service-III	2	2	40	60	100
	V			Extension Activities		1			-

Total credit – 140
Total Marks – CIA-1330
EA-3270
Total 4600

* Practical at the end of the even semester

SCHEME OF EXAMINATION

Semester	Part	Course Code	Course	Title of the Paper	Exam Hrs	Max Marks	Marks			
							CIA	PASSING	EA	PASSING
I	I		Language-I	Tamil – I	3	100	25	10	75	30
	II		Language-I	English-I	3	100	25	10	75	30
	III		Core: I	Food Production & Patisserie-I	3	100	25	10	75	30
	III		Core : II	Food & Beverage Service-I	3	100	25	10	75	30
	III		Allied-I	Accommodation Operation-I	3	100	25	10	75	30
	IV			Value Education Yoga	3	100	25	10	75	30
	III		Practical-I	Accommodation Operation-I	5	100	40	16	60	24
	III	*	Practical-II	Food Production & Patisserie-II	5	100	-	-	-	-
	III	*	Practical-III	Food and Beverage Service-I	5	100	-	-	-	-
II	I		Language-II	Tamil – II	3	100	25	10	75	30
	II		Language-II	English-II	3	100	25	10	75	30
	III		Core: III	Food Production & Patisserie-II	3	100	25	10	75	30
	III		Core : IV	Food & Beverage Service-II	3	100	25	10	75	30
	III		Allied-II	Front Office operation-I	3	100	25	10	75	30
	IV			Environment studies	3	100	25	10	75	30
	III		Practical-II	Food Production & Patisserie-I	5	100	40	16	60	24
			Practical-III	Food & Beverage Service-I	5	100	40	16	60	24
			Practical-IV	Front Office operation-I	5	100	40	16	60	24
III	III		Core : V	Food Production & Patisserie-III	3	100	25	10	75	30
	III		Core: VI	Food & Beverage Service-III	3	100	25	10	75	30
	III		Allied-III	Accommodation Operations-II	3	100	25	10	75	30
	III		Elective – I	Hotel French	3	100	25	10	75	30
	III		SBEC-I	Hospitality Mathematics	3	100	25	10	75	30
	III		Practical-V	Accommodation Operation-II	5	100	40	16	60	24
	III	*	Practical-VI	Food Production & Patisserie-II	5	100	-	-	-	-
	IV	*	Practical-VII	Food & Beverage Service-II	5	100	-	-	-	-
			NMEC-II	Front Office Management	3	100	25	10	75	30

* Practical at the end of even Semester

SEM	Part	Course Code	Course	Title of the Paper	Exam Hrs	Max Marks	Marks			
							CIA	PASSING	EA	PASSING
IV	III		Core: VII	Food Production & Patisserie-IV	3	100	25	10	75	30
	III		Core: VIII	Food & Beverage Service-IV	3	100	25	10	75	30
	III		Allied-IV	Front Office Operation-II	3	100	25	10	75	30
	III		Elective –II	Food Science & Nutrition	3	100	25	10	75	30
	III		SBEC-II	Financial & Management Accounting	3	100	25	10	75	30
	III		Practical-VI	Food Production & Patisserie-II	5	100	40	16	60	24
	III		Practical-VII	Food & Beverage Service-II	5	100	40	16	60	24
	III		Practical-VIII	Front Office Operation-II	5	100	40	16	60	24
	IV		NMEC-II	Principles of Tourism	3	100	25	10	75	30
V	III		Core: IX	Food Production & Patisserie-V	3	100	25	10	75	30
	III		Core: X	Food & Beverage Service-V	3	100	25	10	75	30
	III		Core: XI	Principles of Management	3	100	25	10	75	30
	III		Core : XII	Event Management	3	100	25	10	75	30
	III		Allied-III	Application of Computer	3	100	25	10	75	30
	III		Practical-IX	Application of Computer	5	100	40	16	60	24
	III	*	Practical-X	Food Production & Patisserie-III	5	100	-	-	-	-
	III	*	Practical-XI	Food & Beverage Service-III	5	100	-	-	-	-
	III			Training Reports VIVA VOCE	5	100	40	16	60	24
VI	III		Core :XIII	Food & Beverage Management	3	100	25	10	75	30
	III		Core: XIV	Human Resource Management	3	100	25	10	75	30
	III		Core: XV	Hotel and Business Law	3	100	25	10	75	30
	III		Core: XVI	Travel & Tourism Management	3	100	25	10	75	30
	III		Allied IV	Hotel Engineering	3	100	25	10	75	30
	III		Practical-X	Food Production & Patisserie-III	5	100	40	16	60	24
	III		Practical-XI	Food & Beverage Service-III	5	100	40	16	60	24
	V			Extension Activities		1				

* Practical at the end of even Semester

5. OTHER REQUIREMENTS

Industrial Visit:

As a part of the curriculum, a minimum of two Hotels visit per year, must be arranged for the students.

Industrial Training:

Objective:

It is a mandatory that a student must undergo industrial training in any of the reputed Hotels of Star category or a Restaurant for a period of 120 days which is split up in to two times. i e at the end of second semester for 60 days and at the end of fourth semester 60 days. The students are expected to have practical training to enable them to acquaint him / her with procedure, practice and operation of hotels.

Student may make their own arrangement in fixing the hotels for training. Students should submit two reports in not less than 30 typed written pages, during the first week of fifth semester, students should submit the training certificate from the hotels for having attended the training for 120 days cumulatively.

Industrial training report shall be prepared by students under the supervision of the faculty of the department.

Industrial training report must contain the following:

Cover page

Copy of Training Certificate

Profile of business unit

Report about the work undertaken by them during the tenure of Training

Observation about the concern

Findings

The candidate shall be required to produce two certificates of successful completion from the hotels concerned and to submit two copies of training report which will be evaluated at the end of fifth semester by the Internal and External examiners appointed by the University and the marks will be forwarded to the University.

Note: Students should submit training Report and make a brief oral presentation. The **internal** and **external** will see the demonstration and put some questions, based on these, marks will be awarded as follows

Dissertation – 45 marks

Viva-Voce – 15 marks

6. REQUIREMENT FOR PROCEEDINGS TO NEXT SEMESTER

Candidates shall be eligible to go to next semester, only if they satisfy the condition Prescribed by the syndicate from time to time.

7. PASSING MINIMUM

A candidate shall be declared to have passed in each paper; If He/She secures not less than 40% of the Marks prescribed for the examination. He/She shall be declared to have passed the whole examination if he /she passes in all the papers as per the scheme of Examination eligible to go to next semester only if they satisfy the condition prescribed by the syndicate from time to time.

8. CLASSIFICATION OF SUCCESSFUL CANDIDATES

Successful candidates, passing all the examinations securing the marks prescribed for, core, Allied, SBEC and NMEC course together shall be declared to have passed the examination in First / Second / Third class.

Candidates who obtained 75% of marks and above shall be deemed to have passed the Programme with distinction, provided they passed the examination at the **First appearance**

9. RANKING

Candidate who passes all examination prescribed for the course in the **first appearance** only is eligible for ranking.

10. MAXIMUM DURATION FOR THE COMPLETION OF THE U.G PROGRAMME

The maximum duration for completion of U.G programme shall not exceed twelve semesters.

11. COMMENCEMENT OF THE REGULATION

The regulation shall take effect from the academic year 2012-2013, i.e. for students who are admitted to the first year of the programme, during the academic year 2012-2013 and thereafter.

12. TRANSITORY PROVISION

Candidates who were admitted to the U.G Programme of study before 2012 -2013 shall be permitted to appear for the examination under those regulation for the period of three years i.e. up to and inclusive of the examination of April / May 2016. Thereafter they may permitted to appear for the examination only under the regulation there in force.

SEMESTER – I
CORE – I
FOOD PRODUCTION AND PÂTISSERIE – I

Unit – I: Introduction to Cookery

- Aims and objectives of cooking food
- Importance of personal hygiene
- Safety procedure in handling kitchen equipments
- Types of fuels used in Food production
- Kitchen equipment and classification

Unit – II: Kitchen Organization

- Main Kitchen – Satellite kitchen
- Duties and responsibilities of chef de cuisine, sous-chef, Chef-de-partie and commis
- Inter relationship with other department
- Characteristics of raw materials-salt liquid, Sweetening agents, Raising agents, fats and oils, Thickening agent, Flavoring and seasoning

Unit – III: Preparation of Ingredients – Different styles Of preparation

- Methods of cooking – Boiling, Steaming, Stewing, Roasting, Grilling, Frying, banking
- Principles of each methods of cooking
- Care and precaution to be taken in each methods.
- Texture – Definition and types

Unit – IV:

- Salads – Types of Salads
- Composition of salads
- Salad dressings – Types – preparation and uses
- Vegetable cookery – Classification of Vegetables – Cuts of vegetables
- Fruits – Classification of fruits selection and storage
- Pastas – Types of pastas –preparation of pastas

Dairy Products

- Milk – Types of milk – uses of milk
- Cheese – Classification – uses of cheese
- Cream – types – uses of cream

Unit – V:

Egg Cookery

- Selection of Egg – Structure of Egg.
- Uses and storage

Poultry

- Meaning
- Classification of chicken
- Selection and cuts of chicken

Meat cookery

- Selection and cuts of veal - Beef - Lamb - Mutton - Pork
- Cooking of meat

Fish Cookery

- Classification of fish with examples
- Selection of Fish
- Fish cuts and brief explanation of each

Reference Books

1. Krishna Arora – Theory of catering – Frank bros and publication limited
2. Thangam E.Philip – Modern cookery for teaching and trade Volt-I – Familiars publication
3. R.Kilton Cesarani- Theory of catering – ELBS Publication
4. Parvinder.S.Bali – Oxford Publication

CORE – II
FOOD AND BEVERAGE SERVICE I

Unit I:

Introduction to the food service industry

Sectors of food service industry with examples

Types of Restaurants and their characteristics

- Bistro, Brasserie, coffee shop, Specialty restaurant, fine dining restaurant, popular restaurant, Fast food, Rotisserie, food court, cafeteria, and kiosk

Restaurant Organization

- Duties and responsibilities of restaurant staff
- Designations in French, British, and American System
- Qualities required for a wait staff

Unit II:

Food Service Equipment

- Introduction
- Furniture: Tables, chairs, booster chairs, sideboards, reception desk
- Linen: description and uses of Table cloth, Napkins, slip cloth, waiter's cloth, tray cloth, and buffet Cloth
- Crockery: Meaning, uses and dimensions of crockery used, selection criteria
- Glassware: Various types of glasses used and their dimensions, selection criteria
- Table ware: Cutlery and flatware, examples for cutleries, and their uses
- Special equipment used in the restaurant and their uses
- Disposables
- Purchase considerations for food service equipment
- Storage of service equipments

Unit III

Ancillary Sections

- Introduction
- Still room: still room functions, still room equipment, and still room control
- Silver room/plate room: Function, silver cleaning methods
- Wash-up: sections of wash-up area and their functions, manual wash, dish washing machine

- Hot plate
- Pantry
- Linen store
- Dispense bar

Unit IV:

Styles of food service

- Introduction
- Waiter Service: English, American, French, Russian, Gueridon, tray service explanation of each with advantages and limitations
- Self-service: cafeteria service, Counter service, and vending-explanation with advantages and limitations
- Assisted service: Buffet, car very- explanation with advantages and limitations

Unit V:

Non-Alcoholic beverages

- Introduction
- Categories of non-alcoholic beverages

Coffee: Various methods of making coffee-Instant, Sauce pan, la cafetiere, percolator, cona, Filter, Espresso, and Turkish method

- Faults in coffee and the reasons for the faults
- Service of coffee

Tea: Method of making tea, service of tea, tisanes-meaning

Milk based drinks: Hot chocolate, malted drinks, Milkshakes preparation and service

Aerated drinks, squashes, juices, Mineral water, and syrups-meaning and their service

Text

Food and Beverage Service: R.Singaravelavan- Oxford University Press

Reference

Food and beverage Service: - Dennis R. Lillicrap, John A Cousins

Modern Restaurant Service- A manual for students & Practitioners - John Fuller - Hutchinson.

Food & Beverage Service Training Manual- Sudhir Andrews - Tata McGraw-Hill.

The waiter.-. John Fuller Hutchinson

SEMESTER – I
ALLIED – I
ACCOMMODATION OPERATION – I

Unit –1: The House keeping Department

- Importance of house keeping department
- Responsibilities
- Organizational structure
- House keeping personnel – duties & Responsibilities
- Personal attributes of HK staff
- Layout of Department

Unit-II: House keeping inventories

- Cleaning equipment – types – selection – Storage
- Cleaning agents – types – selection storage
- Guest supplies
- Linen
- Uniforms

Hotel Guest Rooms

- Importance of guest room to guest
- Types of guest rooms
- Guest room status
- Guest floor rules

House keeping control desk

- Role of control desk
- Forms and records used in control desk
- Co-ordination with other department

Unit-III: Standard contents of Guest Room

- Guest room furniture
- Guest Room fixture and fittings
- Beds, Mattresses and Bedding

- Soft Furnishing
- Guest Room accessories
- Placement of guest supplies

Cleaning guest rooms

- Type of soil
- Standard of cleaning
- Cleaning procedure – Manual and Mechanized
- Frequency of cleaning
- The cleaning process
- Bed making
- Daily cleaning of guest room – occupied room – VIP room – Check out room blocked for arrival – Checkout room – occupied room with “Please make up my room” sign hang-up
- Turn down service

Unit-IV: Linen and linen Room operation

- Classification of Linen
- Items classified as Bed, Bath Linen and their sizes
- Selection criteria for Linen items (Bed sheet, pillow slip, towels, bathmats, table cloth, serviette)

Linen Room

- Activities of Linen Room
- Layout and equipment used in Linen room
- Linen room staffs
- Linen exchange
- Making and monogramming
- Recycling of linen
- Guest room Amenities for VIP’s

Unit-V: Cleaning of public areas

- Entrance – doors –Lobbies – Front desk
- Elevators- staircase – Guest Corridor

- Public Rest Room – Banquet hall
- Dining Room-Leisure areas – (Health club)
- Saunas, Solarium, Swimming pool and spas

Maids Service Room: - Layout & Essential Features

- Floor pantry – Uses
- Organizing maids trolley
- Keys – types – key Control

House Keeping Control Desk

- Role of control desk
- Forms Records and register used in Control Desk
- Co- ordinations with other department

Reference Books

1. Sudhir Andrews – Hotel House keeping Training Manual – TMH publications
2. Margaret Lennox- hotel, Hostel and Hospital House Keeping – ELBS Publications
3. G.Raghubalan and Smritee Raghubalan – Hotel Keeping operation and Management – Oxford Publication.

SEMESTER – I
ALLIED PRACTICAL – I
ACCOMMODATION OPERATION – I

1. Identification of cleaning equipment – selection, use, mechanism, care and maintenance.
2. Identification of cleaning agents – classification, use and care
3. Through cleaning of various surfaces / finishes.
4. Polishing (metal, leather, wood, plastics etc.)
5. Bed making – Evening service.
6. Laundry – Basic Principles of laundry, stain removal.
7. Room and Public area inspection
8. Flower arrangement.
9. Guest room layout drawing.
10. Duty Rota preparation for house keeping department.

SEMESTER – II
CORE-III
FOOD PRODUCTION AND PATISSERIE-II

Unit – I

Stock

- Meaning – Types of Stocks and Uses.
- Characteristics of Good Stock.
- Recipe for One Liter of each type of Stock

Thickening Agent

- Meaning – Types –Roux- Beurre mane – Fecules -Blood-Egg Yolk

Sauces

- Meaning-types of sauces
- Recipes for 1 liter of foundation sauces
- Derivatives of each foundation sauces

Unit-II

Appetizer

- Types of appetizer – Example for each

Soup

- Classification of soups – example of each type
- Consommé styles – International soup – garnishes

Unit-III

Bakery

- Bakery equipment and Tools
- Raw Materials – flour – Type of flour – uses
- Shortenings – types-meaning and characteristics of good shortenings
- Sugar – Types of sugar – their – cooking of sugar at different temperatures
- Raising agent – types of Raising agent – role of raising agents

Unit- IV

Bread

- Types of Bread making – preparation of bread
- Role of Ingredients in Bread making
- Faults and reason in making bread
- Characteristics of good bread

Bread Rolls

- Soft and hard rolls- Breakfast rolls – Croissants – Brioche – Vienna – Danish pastry

Sponges

- Genoese sponge – Fatless Sponge Recipes – fault and Reason in Sponge making – characteristic as good sponge – Gateaux – muffins

Unit - V

- Types of Pastry - choux Pastry
- Short Crust Pastry – Puff Pastry
- Rough puff Pastry – Flaky Pastry
- Faults and Reason for each Pastries
- Names of Products made from each pastries
- Recipes for each pastries

Reference books:

1. Ronald Kinton & Victor Cesarani – Practical – Cookery – Holder stargntion
2. Ronald Kinton & Victor Cesarani – Theory of Catering – Hodder Starghton
3. K.Arora – theory of Cookery – Frank Brothers
4. Parvinders Bali – food Production – Operations – Oxford Publication

SEMESTER – II
CORE- IV
FOOD AND BEVERAGE SERVICE II

Unit- I

French Classical Courses - Hors d'oeuvres, Potage, Oeufs/ Farineux, Poisson, Entree, releve, sorbet, rotis, legumes, entremets, savories / fromage, dessert, cafe - explanation for each course with examples. Accompaniments and cover for selected dish (given in reference text)

Unit- II

Menu- Meaning, Types of Menu- Table d'hote, A la carte, plat du jour, carte dujour, cyclic menu Characteristics of a la carte and table d'hote menu
Menu planning- points observed while compiling the menu
A la carte and table d' hote menu planning

Unit- III

Breakfast

Menu and cover for continental breakfast, English breakfast, American breakfast, Indian breakfast, and house breakfast
Service of breakfast in Restaurants
Breakfast buffet

Unit- IV

Preparing Restaurant for service

Mise-en-place
Mise-en-scene
Points observed while laying the cover
Service procedure
Rules observed while waiting at the table
General Service procedure during lunch and dinner
Dos and Don'ts during the service
Handling Situations
Dealing with different situations and guests in the dining areas

Unit- V

Order taking and Billing Methods

-Method of taking food order: Check and Bill system, Service with order, Duplicate system, Triplicate checking system

-Circumstantial K.O.T

-Alcoholic Beverages Order

Billing

Bill as a separate check, Separate Bill, Bill with order, Prepaid, Voucher, Deferred account

Text

Food and Beverage Service: R.Singaravelavan- Oxford University Press

Reference

1. Food and beverage Service: Dennis R. Lillicrap, John A Cousins
2. Modern Restaurant Service, A manual for students & Practitioners - John Fuller - Hutchinson.
3. Food & Beverage Service Training Manual- Sudhir Andrews - Tata McGraw-Hil.

SEMESTER - II
ALLIED-II
FRONT OFFICE OPERATIONS-I

Unit - I

Introduction to Hotel Industry

Hospitality and its Original History

Defining Hotel

Hotels evolution and growth

Classification of Hotels

Size, Star, Location / Clientele, Ownership basis, Length of stay, Level of service

Management and Affiliation

Types of Rooms and Room Rates

Single, Double, twin, suites, etc

Basis of changing room tariff.

Tariff structure / calculating room tariff.

Types of room tariff- Rack rate, discounted rates.

- Types of meal plan used in the hotel industry.
- Types of guests: FIT, GIT, SIT, Business travelers, Domestic, Foreigners, etc

Unit - II

Front Office Organization

Organizational / Hierarchy Chart. Front office functional area,

Duties and Responsibilities of, F.O Personnel's.

F.O layout and Equipment.

F.O Co-ordination with other Departments

Front Office Operations-Guest cycle

Front Office Systems: Non Automated / Semi -Automated / Fully Automated

Unit - III

Information and Bell desk operation

Introduction of Bell desk

Equipments used in Bell desk

Functions of Bell desk / Scanty / Left Luggage procedure.

Luggage handling, Paging, Mail and Message handling, Change of room etc

Forms and Format

Function of information department

Unit -IV

RESERVATIONS

[Automatic, semi, fully automatic]

CANCELLATIONS AND AMENDMENTS - Importance & Functions of

Reservation sections, Rules for cancellation

MODES OF RESERVATIONS

Channels & sources of reservations [Direct, Travel Agent, C.R.S etc]

Types of reservation [confirmed, Guaranteed, etc]

System of reservations [non Processing Individual & Group reservations.]

Computer Based reservation System

Global Distribution System

CRS

Reservation through the Internet

Unit - V

Registration

Introduction to the Registration section

Steps of registration with or without reservation-, Pre- registration activities.

Registration [non automatic, semi, automatic] Processing VIP, Foreigners & group registration

Reference books:

1. Sudhir Andrews – Hotel Front Office Training Manual – TMH PUB
2. Paul.B.White and Helan Beckley – Hotel reception – Arnold Heinman Publication
3. Dr.Jagmohan NEGI – Grading and classification of Hotel, tourism and restaurant principles and practices – Kanishka publications.

SEMESTER - I, & II
PRACTICAL -11
FOOD PRODUCTION & P ARTISSERIE –I

1. Proper usage of a Kitchen Knife and Hand Tools.
2. Understanding the usage of small equipment.
3. Basic Hygiene practices to be observed in the Kitchen.
4. Safety practices to be observed in the kitchen: First Aid for cuts and burns.
5. Identification of Raw Materials.

A- Basic Indian Cuisine-Individual practical for students-10 sets of menu.

- i) Rice, cereals & pulses-(minimum of 10 varieties)
- ii) Various simple dal preparations (minimum of 10 varieties)
- iii) Wheat products like, chapattis, parathas, phulkas, pooris

B-Indian masalas- Composition of basic Indian masalas

- a) Green. White. Masala. Kadhai
- b) Preparation of these and incorporation in simple dishes such as Vindaloo, korma, tikka, safed mas, navrattan korma. (Minimum of 10 varieties)
- c) Thickening, coloring and souring agents. C-Indian sweets (minimum of 10 varieties)

INTRODUCTION TO COOKERY- II SEMESTER

1. Individual practical for students-10 sets of menu
2. Demonstration classes & simple application by students Basic
3. Western Cuisine

i. Vegetables

- A. Varieties of Vegetables
- B. Classification
- C. Cuts of Vegetables: • Julienne •Jardinière •Mignonette •Dices •Cubes
•Macedoine • Paysanne •Shred •Concasse •Mirepoix
- D. Blanching of Tomatoes & Capsicum
- E. Methods of Cooking Vegetables
 - Boiling (Potatoes, Beans, Cauliflower)
 - Frying (Aubergine, Potatoes)
 - Steaming (cabbage)
 - Baking (potatoes, turnip)
 - Braising (onion, leeks, cabbage)

ii. Stocks

Demonstration and preparation of: White stock .Brown stock .Fish stock

iii. Sauces

Demonstration & preparation of basic mother sauces and 2-3 derivatives of each
Béchamel (+ cheese sauce, Mornay, mustard sauce, parsley sauce).

Espagnole (+ lyonnaise Madeira, charcutiere) Tomato (+ Creole, Italienne, piquante).

Veloute (+supreme, allemande, normande).

Hollandaise (+ paloise, beamaise).

Mayonnaise (tartare, cocktail).

iv. Soups

Classification of soups- Preparation of basic soups

Consommé, (royale, Carmen, Clermont, ambassador, julienne)

Cream (tomato, spinach, vegetables)

Puree (lentil, peas, carrot)

Cut vegetables (Scotch Broth, Minestrone)

Veloute (creme de volaille princess, Veloute dame Blanche / marie-Iouise)

National soup (mulligatawny, French onion, ox tail)

Bisque (Prawn, Shrimp)

v. Egg Cookery

Preparation of varieties of egg dishes

Boiled (soft & hard)

Fried (sunny side up, double fried)

Poaches

Scrambled

Omelets (plain, stuffed)

En cocotte (eggs benedict)

Starch (rice, pasta, potato)

vi. Fish Cookery

Identification & classification of fish e.g. flat fish (Pomfret, Black Pomfret and Sole)

Round fish (Surmai, Rawas, Mackerel)

Shellfish (Clams, Mussels, Shrimps, Crabs, Lobsters)

Cephalopods (Squid, Cuttle, Fish)

Cuts of Fish e.g., Fillet, Dame, Troncon, Paupiette, Goujons

Preparation of simple fish Dishes such as

Saumon grille

Pomfret Meuniere

Sole Mornay

Fish Orly

Fish Colbert

Fish a l' anglaise

vii. Poultry

A. Types of poultry or classification of poultry

B. Cuts of Poultry

C. Preparation and jointing of Chicken

D. Preparation of Simple Dishes such as

Poulet roti a l' Anglaise

Poulet grille diable

Poulet saute chasseur

Poulet saute Maryland

viii. Meat

A. Identification of various cuts

B. Preparation of Basic Cuts such as Lamb

Roast leg of Lamb

Stew

Bread making

Demonstration + Preparation of Simple and enriched bread, recipes

Bread Loaf (White and Brown)

Bread Rolls (Various shapes)

French Bread

Brioche

ix. Hot/Cold Desserts

Caramel Custard, Bread and Butter Pudding, Queen of Pudding, Soufflé (Lemon / Pineapple, Mousse Chocolate Coffee,) Bavaroise, Diplomat Pudding, Apricot Pudding.
Steamed Pudding - Albert Pudding, Cabinet Pudding.

Reference books:

1. Practical cookery - Ronald Kinton & Victor Ceserani - Hodder Starghton.
2. Theory of Catering - Ronald Kinton & Victor Cese rani - Hodder Starghton.
3. Modem cookery vol- I & II for teaching and trade - Thangam E.Philip – Orient Longman.
4. Theory of Catering, Mrs. K.Arora, Frank Brothers
5. Herrings Dictionary of Classical & Modem Cookery, Walter Bickel
6. Chef Manual of Kitchen Management, Fuller, John
7. The Professional Chef (4th edition), Le Rol A.Polsom
8. The Book of Ingredients, Jane Grigson

SEMESTER – I & II
PRACTICAL – III
FOOD AND BEVERAGE SERVICE-I

Enumeration of food service equipment (cutlery, crockery, miscellaneous equipment)

1. Napkin folding
2. Carrying light and heavy tray
3. Cleaning of glassware, cutlery and crockery
4. Setting up the side board
5. Laying the table cloth and relaying the table cloth
6. Carrying glassware
7. Carrying Bowls and cups and saucers
8. Carrying fresh plates
9. Placing of plates on table
10. Clearance of Soiled plates
11. Manipulating of service spoon and fork for various foods
12. Service of water
13. Service of Coffee and Tea
14. Continental and English breakfast Menu planning
15. Laying the continental breakfast cover
16. Laying the English breakfast Cover
17. Order taking for Breakfast in the restaurant
18. Service procedure for Continental and English breakfast in the Restaurant
19. Continental Breakfast tray set up
20. English breakfast Tray set up
21. Luncheon and Dinner table d'hote menu planning
22. A la carte menu planning
23. A la carte Cover Laying
24. Table d'hote Cover Laying
25. Presenting the A la carte menu and taking order
26. Service of appetizers
27. Service of soups
28. Service of Fish
29. Service of main course

30. Service of Sweets
31. Service of savory and cheese
32. Service of Dessert
33. Preparing finger bowl and presenting
34. Service of Coffee after the meal
35. Making of bill and presenting
36. Handling of various situations. (Role play)

TEXT

Food and Beverage Service: R.Singaravelavan- Oxford University Press

REFERENCE

- Food and beverage service: Dennis R. Lillicrap, John a cousins.
- Modern restaurant service, a manual for students & practitioners - john fuller Hutchinson.
- Food & beverage service training manual- Sudhir Andrews - Tata McGraw-Hill.

SEMESTER II
PRACTICAL – IV
FRONT OFFICE OPERATION – I

1. Check-in and check-out procedures
2. Telephone handling skills, social skills,
3. Reservation procedure, identification of rooms through the use of conventional and destiny charts.
4. Role-play of the following staffs Doorman, Bellboy, Receptionist, Information assistant, Cashier.
5. Dealing with guest mail and messages, hotel mail, staff mail.
6. Modes of bill settlement.
7. Handling guest complaints and solving problems.
8. Places of interest in and around Tamilnadu. General awareness about the places of interest in India.
9. General awareness of capitals, currencies and airlines of countries.
10. Calculation of Statistical information: house count, room position, percentage of room occupancy, percentage of single occupancy, percentage of foreign occupancy, percentage of local occupancy, percentage of walk-ins. Percentage of early departures, percentage of late departures, percentage of early arrivals, percentage of no-show, average room rate, average room rate per person.
11. Front office procedures- scanty baggage, wake up call procedures, left luggage procedures

REFERENCE:

Front Office training Manual-Sudhir Andrews

SEMESTER III
CORE-V
FOOD PRODUCTION AND PÂTISSERIE -III

UNIT – I

- **Indian cookery** – spices masalas and condiments – thickening agents - Cooking equipments and tools.
- Tandoori – Tandoori preparation – Marination, Indian Breads – Tikka – Kebabs
- Indian gravies –Basic gravies – Yellow – Green – Red-Brown – White Gravy Examples of dishes made from these gravies

UNIT-II

- **Introduction of Regional Cuisines**
- Heritage of Indian Cuisines
- Factors affecting the eating habits
- Indian festivals and their dishes
- Snacks, Sweets and main dishes from Tamilnadu, Kerala, Andhra, Karnataka
- States to be covered Kashmir, Punjab, Uttar Pradesh, Rajasthan, Gujarat, Madhya Pradesh, Maharashtra, Goa

UNIT- III

State to be covered – Maharashtra – Gujarat-Goa Characteristics of Parsi, Jain Hindus, Muslims and Christian Cuisines

UNIT-IV

- Equipments required for volume feeding (Cooking, holding and service equipments)
- Care and Maintenance of these equipments
- Menus for volume feeding
- Compilation of menu for volume feeding
- Portion single – Recipe – modification for volume feeding
- Institutional and Industrial Catering

UNIT-V

QUANTITY FOOD PRODUCTION

- Equipment required for volume feeding
- Cooking, Holding and service equipments – Care and maintenance of these equipments
- Menu – Menu for volume feeding – compilation of menu
- Indenting – Indenting for volume feeding
- Portion size – Recipe modification for volume feeding
- Institutional and industrial catering

REFERENCE BOOKS:

1. V.C Crusius – Quantive Food Management – surjeet Publication
2. Indersigh Kolaras Pradeep das Gupta – Cooking with Indian Masters – Allied Publishers

SEMESTER – III
CORE-VI
FOOD AND BEVERAGE SERVICE III

UNIT- I

Alcoholic beverages

- Introduction
- Methods preparing Alcohol- Fermentation, distillation,
- Type of distillation process: pot still and patent still, Advantages, Disadvantages
- Classification of alcoholic drinks with examples
- Scales to measure alcoholic Strength
- Strength of various alcoholic drinks

UNIT- II

Wine

- Introduction
- Definition of wine
- Classification of wine
- Constituents and Main Grape varieties used in wine making
- Production of Still wine
- Factors influencing the character of wine
- Faults in wine

UNIT- III

SPARKLING WINE PRODUCTION

Method Champe noise, Cuvee close, Transfer, Direct Impregnation

- Types of Champagne, Terms on the champagne bottle Denoting the sweetness and Size of the bottle fortified wines
- Production, Types, and brand names of Sherry, Port, Madeira, Marsala, and Malaga

VERMOUTH AND BITTERS

- Production, types, and brand names of Vermouth
- Meaning and uses of bitters, examples for bitters

UNIT- IV

WINES OF FRANCE

- Classification of French wines
- Wine producing regions of France
Bordeaux, Burgundy, Alsace, Champagne, Rhone valley, Loire Valley

WINES OF GERMANY

- Classification of German wines
- Wine regions of Germany

WINES OF ITALY

- Italian wine classification
- Wine producing regions of Italy

UNIT-V

Wines of Spain

- Spanish wine classification
- Spanish wine areas

Reference books:

1. Andrew Durkan & John Cousins – The beverage book Hodder & Stoughton
2. Sylvia Meyer, Eddy Schmidt – Professional Table service – Vannostrad Reinhold
3. Sudhir Andrews – Food and Beverage Service Training manual – TMH
4. R.Singaravelan – Food and Beverage Service – Oxford

SEMESTER – III
ALLIED – III
ACCOMMODATION OPERATION –II

UNIT-I

TEXTILES

- Classification and characteristics of Textile fibers

LAUNDRY OPERATION

- Types of Laundry
- Laundry equipments
- Laundry agent
- Laundering process

STAINS

- Types of stains – removal of stains
- Dry cleaning
- Handling of Guest Laundry
- Preparation of Hot and Cold Towels

UNIT-II

- **UNIFORM, SEWING ROOM & PEST CONTROL**
- Importance of Uniform
- Advantages to management and employees
- Uniform items
- Selection and designing
- Duties and responsibilities of uniform room staff

SEWING ROOM

- Activities in Sewing Room
- Duties and Responsibilities & Seamstress and Tailors
- Sewing Room equipment used

PEST CONTROL

- Common pest found in hotels
- Area of infestation
- Prevention and control
- Responsibility of house keeping in pest control

UNIT – III

Flower Arrangement

- Flower arrangement in Hotels – Purpose
- Equipment and material required
- Different styles of flower arrangement
- Principles of Flower arrangement
- Containers used for Flower arrangement
- Theme decoration – suspended, floor and wall

UNIT- IV

PLANNING AND ORGANIZATION OF THE H.K .DEPARTMENT

- Area Inventory List –Frequency schedule performance and productivity standard
- Time and motion study standard operating manual
- Job procedure – job allocation and work schedule – calculating staff strength and planning duty rosters
- Training and motivation performance appraisal

Budget and Budgetary Control

- Types of Budget
- Budget process – planning capital budget operating budget
- Controlling expenses – Income statement
- Purchasing system – method of buying
- Stock record – Issuing and control

UNIT – V

CONTRACT SERVICE

Types of contract service

Advantages and disadvantages of contract services

SAFETY AND SECURITY

- Potential Hazards in House Keeping
- Safety Awareness and Accident prevention
- Fire prevention and fire fighting
- First Aid

DEALING WITH EMERGENCIES

- Planning for emergency Dealing with bomb threat, terrorism – fire etc.
- Guest and employee theft prevention measures
- Lost and found procedure
- Disposal of articles not claimed

REFERENCE BOOKS

1. Sudhir Andrews – Hotel House keeping Training Manual – TMH publications
2. Margaret Lennox- hotel, Hostel and Hospital House Keeping – ELBS Publications
3. G.Raghubalan and Smritee Raghubalan – Hotel Keeping operation and Management – Oxford Publication.

SEMESTER – III
ELECTIVE – I
HOTEL FRENCH

UNIT - I

Introduction to the languages

The letter of alphabet and their pronunciation

Different accents used in written French

Self-introduction

Name, Age, Nationality, Profession, etc –

Presenting and introducing another person, Greeting - How to reply to greetings.

UNIT - II

Countries and their nationalities

Fruits, Vegetables, Meat, Egg, Fish, Etc.

Utensils used in Kitchen and Restaurant

Name of the Personnel's in Hotel, Restaurant and Kitchen

(Specialization from English to French term)

UNIT - III

Members of the family

Numerical from 1 to 100

The time of the day.

UNIT - IV

Conversation related to Restaurant – Simple conversation asking for menu card, placing Order for food, asking for wine, Beer, Coffee, Tea, Conversation related to Front Office – Asking for room – enquiring for facilities, asking for rates of room – checkout time – No of Days.

UNIT - V

Menu items in French term for Breakfast, Lunch and Dinner

Compilation of French menu for Breakfast, Lunch and Dinner

Culinary terms in French - French to English - English to French.

REFERENCE BOOKS

1. Rajeswari Chandrasekar, Rekha Hangal, Chitra Krishnan - A Votre Service 1- General Book Deport, 1691, Delhi
2. S.Bhattacharya - French for Hotel Management and Tourism - Frank Bros and Co. publishers limited.

SEMESTER – III
SBEC –1
HOSPITALITY MATHEMATICS

UNIT-I

Simple additions, subtractions, multiplications and divisions_of whole number, decimals, and fractions

Conversion of milliliter to centiliter, and liter and liter to centiliter, and milliliter

Conversion of milligram to gram, gram to kilogram and kilogram to gram, and milligram

Conversion of cm to meter and kilometer and kilo meter to meter and centimeter

Conversion of inches feet and to cm

Conversion of Centigrade to Fahrenheit and vice versa

Conversion of pounds to Kg and Kg to pounds

Measure of pint, and quart

Measure of an ounce in volume and weight

UNIT- II

Percentage -Introduction; problems involving percentage calculations.

Cost sheet: preparation of cost sheet for recipes

Indenting and calculating the values of indented materials

UNIT- III

Food cost, labor cost, and overhead cost calculations and percentage calculations Ratio:

Meaning of ratio, problems involving ratios calculation

UNIT IV

Interest Calculations- Simple interest and compound interest

Calculations to find out areas and circumference of square, rectangle, and round

UNIT - V

Presentation of data by graph, pie diagram, and bar diagram

Graph - uses of graph, procedures to draw a graph, preparation of graphs representing sales, expenses, sales and expenses

Pie diagram: Meaning and preparation

Bar diagram: Meaning and preparation

REFERENCE BOOKS:

1. Food cost Control- Richard Kotas and Bernard Davis
2. Business mathematics and Statistics - Navanitham P.A

SEMESTER -III
PRACTICAL- V
ACCOMMODATION OPERATION –II

1. Identification of Table linen, Room linen and Bath linen Selection use, care and maintenance.
2. Procedure for exchange of linen from linen store - Floor pantry - Laundry.
3. Laundry - Basic Principles
4. In - house Laundry service procedure
5. Stain removal- identification of stains
6. Cleaning agents used for removal of stains - practice on removal of stains selection of cleaning agent-General-principles.
7. Flower arrangement-Basic principles.
 - Conditioning of plant materials
 - Styles of flower arrangement
 - Theme decorations
8. Pest control- Identification of various pests
9. Areas of infestation
10. Prevention and control procedure.

SEMESTER – III
NON-MAJOR ELECTIVE-I
FRONT OFFICE MANAGEMENT

Unit – I: Definition of Hotels

- Evolution and growth of Hospitality Industry in the world, Ancient Era, Grand Era, Modern Era.
- Evolution and growth of Hospitality Industry in India – Ancient Era, Grand Tour, Modern Era.
- Core areas of the Hotel
- Classification of Hotels and other types of Lodging

Unit – II: Front Office Organization

- Functions of front office
- Sections and layout of Front Office
- Organization of Front Office Staff
- Duties and responsibilities of Front Office staff
- Inter relationship with other department

Guest services

- Handling guest mails
- Message handling
- Custody and control of keys
- Guest paging
- Safe deposit locker
- Guest room change
- Left luggage handling
- Wake up call
- Dealing with guest complains

Unit – III: Room Tariff

- Factors affecting room tariff – Cost, level of service competition, target market, location, check-in, checkout (12 hrs & 24 hrs basis system) – Number of nights
- Room rates designation – Rack rate, corporate rate seasonal rate, Advance purchase rate, weekday/weekend rate, Day and Half day rate, group rate, Travel agent rate, Volume guaranteed rate, Air-line/Crew rate, Government rate, Educational rate, Membership rate, Compliment rate, Crib rate, Package rate (Meeting package, Meal package, Marriage package, Holiday package)
- Food plan / Meal plan – European, Continental, American, Modified American plan, Bed and Breakfast plan (B&B) or Bermuda plan.
- Room tariff card – uses

Unit – IV: Guest Cycle and room Reservation

- Guest cycle – Pre arrival, Arrival, Stay, Departure and post departure.
- Reservation – Importance of Reservation – Types of Reservation (Tentative, Waitlisted, Confirmed, Guaranteed, Non-Guaranteed)
Scanty baggage guest, foreign guest

Checkout Settlement Process

- Departure procedure
- Mode of settlement of bills – Cash and Credit settlement
- Foreign exchange, credit card, Travelers cheque e, Personal cheque, Debit card, Credit card payment, Travel agent voucher, Corporate billing, Potential check out problems and solutions – Late checkout, long que at the cashier, Express checkout, Improper posting of charges.
- Front office terminology

Mode of Reservation – Letter, Fax, Telex, E-mail, in person, telephone.

Sources of reservation: - District Reservation, Central Reservations

Affiliated systems, Non-affiliated system, Inter-sell agencies

Global distribution system – Amadeus, I.T, Galileo CRS Sabre, World span.

Travel agencies, corporate bodies, Government sector, Hotel website.

UNIT -V: Registration

- Types of Registration
- Pre. Registration
- Registration Record – Hardbound, Loose Leaf Register
- Guest Registration Card, (National Guest, foreign guest)
- Registration Process – Identification of Guest
- Formation of Registration Process
- Room and Rate assignment
- Establishment of mode as settlement Bill
- Completion of Check in procedure and issues of Room keys
- Rooming procedure of walk-in guest
- Reservation guest, VIP guest, Domestic and International Crew

Reference Books

1. Jatashankar.R Tewari – Hotel Front Office Operations and Management – Oxford Publication.
2. Sudhir Andrews – Hotel Front Office Farming Manual – TMH Publication
3. Dr.Jagmohan Negi – Grading and classification of Hotel, Tourism and Restaurant principles and practices – Kanishka Publication.

SEMESTER – IV
CORE-VII
FOOD PRODUCTION AND PÂTISSERIE – IV

Unit – I: Chinese Cuisine

- Characteristics
- Ingredient & Equipments Used
- Chinese Regions & their styles of cooking
- Chinese Dishes

Thai Cuisine and Malaysian Cuisine

- Characteristics
- Ingredient & Equipments Used
- Recipe

Unit – II

Italian Cuisine – Characteristic, Ingredients and equipment used.

- Spanish Cuisine : Characteristic, Ingredient and equipment used, popular dishes and recipes
- Mediterranean cuisine : Characteristics, Ingredient and equipment used, popular dishes and recipes
- Mexican Cuisine : Characteristics, Ingredient and equipment used, popular dishes and recipes

Unit – III:

Fusion Cuisine: Characteristics, Ingredient and Equipment Used

Eclectic Cuisine: Characteristics, Ingredient and equipment used

World Marche: Meaning and characteristics product development – Meaning and importance

Unit – IV

Frozen Desserts

- Types and classification

- Methods of preparation of various ice creams
- Additives and preservatives used in ice cream

Chocolate Work

- Types of chocolate
- Tempering of chocolate
- Decorative work and display

Unit – V

- Icings – uses of icings – varieties of icing – recipes
- Marzipan – Meaning –
- Pastillage – Cooking – types of meringue
- Equipment used for icing
- Desserts – fool – meaning – preparation and examples
- Beverage – Meaning – preparation and examples
- Soufflés – meaning – preparation and examples

Reference Books:

1. Thangam.E.Philip – Modern cookery for teaching and trade – Macmillan Publication
2. R.Kinton & Cesarani – Theory of catering – ELBS Edition
3. MJLETO & WKH BODE – The larder Chef – Butter worth Heinmanth.
4. Parvinders.Bali – Food Production operation – Oxford publication.

SEMESTER – IV
CORE – VIII
FOOD AND BEVERAGE SERVICE – IV

Unit – I

BEER

- Meaning, Ingredients required for making beer "Beer production process
- Beer manufacturing terms
- Strength of Beer
- Types of Beer

CIDER AND PERRY

- Production, types, and brands of Cider and Perry

UNIT II

Whisky

- Production of Whisky, Characteristics of Scotch, Irish, US, and Canadian Whisky

Brandy

- Production of Cognac and Armagnac and their brands

Unit III

Rum

- Production of Rum, Features of popular Rums
- Brands of Rum

GIN

- Production of Gin
- Types of Gin
- Brands of gin

VODKA

- Types of Vodka and brand names

Unit IV

Tequila

- Production of Tequila- Types of Tequila and brand names

Other Spirits

- Absinthe, Pasties, Aquavit, Grappa, Marc, Pasco
- Liqueurs and Eaux-de-vie

UNIT V

Service of alcoholic beverages

- Service of Red, white, and sparkling wine
- Service of Beer
- Service of Spirits
- Service of liqueurs and fruit brandies

Bar

- Types of bar
- Bar design: Parts and shapes of Bar
- Bar frauds
- Bar routine

Tobacco

- Cigar and Cigarettes
- Terms used to denote the colours of the wrapper- Brands of Havana Cigar- Storage of Cigars.
- Service of cigars
- Service of cigarettes

Text

Food and Beverage Service: R.Singaravelavan- Oxford University Press

REFERENCE

Food and beverage Service: Dennis R. lillicrap, John A Cousins

Modern Restaurant Service, A manual for students & Practitioners - John Fuller - Hutchinson.

Food & Beverage Service Training Manual- Sudhir Andrews - Tata McGraw-Hill.

The Beverage Book, John Cousins and Andrew Durkan

SEMESTER – IV
ALLIED – IV
FRONT OFFICE OPERATION – II

Unit – I: Front Office Accounting

- Duties and Responsibilities of Front Officer Cashier
- Types of Accounts
- Flow of guest Accounting process – Creating of Accounts, Maintenance of Account & Settlement of account
- Documents Generated during accounting process
Vouchers – Visitors paid out (VPO), Miscellaneous charge voucher, Telephone call voucher, Cash receipt voucher, Travel agent voucher, Commission voucher, Guest – allowance, Restaurant / Bar check.

Unit – II: Night Auditing

- Function of night auditing
- Job description of night auditor
- Cross checking
- Credit monitoring
- Verify No show and cancellation
- Night auditing process
- Preparing night auditing report

Check Out Settlement Process

- Mode of settlement of bills – cash and credit settlement
- Foreign exchange, credit card, Travelers cheque, Personal cheque, Debit card, Credit card payment, Travel agent voucher, Corporate billing.

Unit – III -Planning Front Office Operation

- Forecasting room availability
- Benefit of fore casting
- Data's required for forecasting

Yield Management

- Measuring yield in Hotel Industry
- Elements of yield management
- Benefits of yield management
- Yield management strategies
- Challenges or problems in yield management

Unit – IV: Evaluating Hotel Performance

- Methods of measuring hotel performance
- Occupancy Ratio
- Average daily rate
- Average room rate per guest
- Evaluation of hotels by guest

Unit-V: Computer Application in Front Office

- Property Management Systems
- Property Management systems in Front Office
- Reservation Module
- Front desk module
- Cashier module
- Night Audit module

Reference Books

1. Jaiashankar.R. Tewari – Hotel Front Office – Operation and Management – Oxford Publication
2. Sudhir Andrews – Hotel Front Office Training Manual – TMH Publication.
3. Dr.Jagmohan Negi – Grading and Classification of Hotel, Tourism and Restaurant – Principles and practices – Kanishka Publication

SEMESTER – IV
ELECTIVE – II
FOOD SCIENCE AND NUTRITION

Unit - I

Concepts of Food and Nutrition

Definition of Food, Nutrition and Nutrients, Food groups, Functions of food to man.

Balanced diet: Definition, meaning and importance

Meal planning: Factors affecting, Meal planning

Personal Hygiene, Kitchen hygiene and Food Hygiene

Unit - II

Water: Importance, Water balance, deficiency of oral dehydrations

Carbohydrates, Proteins and fat composition, classification, sources, functions and requirements, digestion and absorption, excess and deficiency.

Unit - III

Minerals: Calcium, Iron, sodium, Iodine-Functions, sources, daily requirements, excess and deficiency, digestion and absorption.

Vitamins: Classifications, function, sources, daily requirements, excess and deficiency of vitamins A, D, E, K, C & B vitamins.

Nutritional losses during cooking.

Unit - IV

Food Quality: Definition, quality attributes and its measurements.

Colors: Natural and Synthetic colors used in foods

Flavor: Types of flavor and synthetic flavor intensifier

Food adulteration and common food adulterants.

Unit - V

Role of Micro-organism in food industry and food spoilage,

Beneficial and harmful effects of microbial activity - Food poisoning and food inspections,

Food standards in India.

Preservation methods: Low temperature, High temperature

Reference Books

1. Sri Lakshmi,B, Nutrition Science, New Age International Publishing Company Limited, 2002
2. Frezier, W.C, Food Microbiology, Mc Graw Hill Publications, New York, 4th Edition, 1998.
3. Mahindra, S.N, Food Safety a techno legal analysis, Tata McGraw Company Publications, 2000.
4. Swaminathan, M, Advanced Text Book of Food and Nutrition, Vo1. I & II, Bappes Publishing Company, 1996

SEMESTER - IV
SBEC-II
FINANCIAL AND MANAGEMENT ACCOUNTING

UNIT - I

Accounting - Definition of Accounting and Book keeping - Concept and conventions - Preparation of trading, profit and loss account and balance sheet (simple problems only).

UNIT - II

Costing - Types of cost - Break -Even - Point (B.E.P) - P.V. Ratio - Margins of safety and decision makings.

UNIT - III

Financial statement analysis - Fund flow and cash flow statement (problems).

UNIT - IV

Budget and Budgetary control principles - methods types of budget (problems).

UNIT - V

Food and Beverage Accounts cost concept - Nature of food and beverage business Recipe costing - Menu costing and cost sheet. Classification of department based on revenue sales, Records and control of revenue producing department. Uniform system of accounting operation ratios.

Room occupancy percentage - Bed occupancy percentage - Double occupancy percentage - Percentage of food & beverage sales - Room sales percentage of other income to room sales, seat turnover and average spending power average, Rate/per guest.

REFERENCE BOOKS

1. R.L. Gupta - Advance Accounting
2. R.K. Sharma - Management Accounting - Sultan and Sons publication Ramachandran and Srinivasan - Management Accounting

SEMESTER - IV
PRACTICAL - VI
FOOD PRODUCTION & PATISSRIE -II

I. Demonstration on

1. Indian rice preparations
2. Indian gravies
3. Indian chats
4. Indian breakfast preparations
5. Indian snacks preparations
6. Indian breads-Nan, rotis, parathas, phulkas with variations
7. Indian pulaos
8. Indian Biryanis
9. Indian dal varieties
10. Tandoori marinations
11. Indian sweets

II. To Formulate 22 sets of menu consisting of 5 dishes from the following regions:

1. Andhra Pradesh.
2. Bengal
3. Chettinadu
4. Goa
5. Gujarat
6. Kashmir
- 7 Kerala
8. Maharashtra
9. Punjab
10. Rajasthan
11. Tamil Nadu.
12. The menu can be compiled by the respective colleges.

III. Chinese Practical Demonstration

13. Chinese rice preparations

14. Chinese noodles
15. Chinese meat & fish preparations
16. Chinese cooking styles:

IV. Dishes prepared in the following styles

1. Shanghai
2. Cantonese
3. Peking
4. Szechwan

V. Sri Lankan

1. Basic Sri Lankan gravies
2. Sri Lankan rice preparations
3. Sri Lankan Biryani

Reference Books:

1. Thangam.Philip – Modern cookery for Teaching and Trade / Volume-I – Macmillan Publication
2. Indersigh kolras pradeep Das gupta – Cooking with Indian Masters – Allied publication.

SEMESTER – IV
PRACTICAL – VII
FOOD AND BEVERAGE SERVICE – II

1. Recollecting I year portions.
2. Beverage order taking procedure.
3. Service of red wine.
4. Service of white wine.
5. Service of rose wine.
6. Service of Champagne
7. Service of Sherry, Port, Madeira and Marsala.
8. Service of vermouth
9. Service of Bitters.
10. Compiling a wine list.
11. Compiling a menu with wine suggestions.
12. Service of brandy.
13. Service of whisky.
14. Service of gin.
15. Service of vodka.
16. Service of rum.
17. Service of tequila.
18. Service of liqueur.
19. Service of bottled beer, canned beer and draught beer.
20. Service of Cigars and Cigarettes

Text

Food and Beverage Service: R.Singaravelavan- Oxford University Press

REFERENCE

Food and beverage Service: Dennis R. Lillicrap, John A Cousins

Modern Restaurant Service, A manual for students & Practitioners - John Fuller - Hutchinson.

Food & Beverage Service Training Manual- Sudhir Andrews - Tata McGraw-Hill.

The Beverage Book, John Cousins and Andrew Durkan

SEMESTER- IV
PRACTICAL – VIII
FRONT OFFICE OPERATION-II

1. Check-in and check-out procedures
2. Telephone handling skills, social skills,
3. Reservation procedure, identification of rooms through the use of conventional and destiny charts.
4. Role play of the following staffs Doorman, Bellboy, Receptionist, Information assistant, Cashier.
5. Dealing with guest mail and messages, hotel mail, staff mail.
6. Modes of bill settlement.
7. Handling guest complaints and solving problems.
8. Places of interest in and around Tamilnadu. General awareness about the places of interest in India.
9. General awareness of capitals, currencies and airlines of countries.
10. Calculation of Statistical information: house count, room position, percentage of room occupancy, percentage of single occupancy, percentage of foreign occupancy, percentage of local occupancy, percentage of walk-ins. Percentage of early departures, percentage of late departures, percentage of early arrivals, percentage of no-show, average room rate, average room rate per person.
11. Front office procedures- scanty baggage, wake up call procedures, left luggage procedures

REFERENCE:

Front Office training Manual-Sudhir Andrews

SEMESTER – IV
NMEC – II
PRINCIPLES OF TOURISM

Unit - I

- 1.1 Introduction to tourism.
- 1.2 Classification of travelers.
- 1.3 Factors influencing the growth of tourism
- 1.4 Types of tourism.
- 1.5 Basic components of tourism.

Unit - II

- Elements of tourism.
- Positive and Negative impacts of tourism.
- Activities of Department of tourism.
- Economic impact of tourism.
- Geographical Components of Tourism.

Unit - III

- Indian cultural Heritage - Religions, Belief and their Practices.
- Music's in India.
- Dances in India - Classical and Folk Dances.
- Fairs and Festivals in India.
- Population status and Regional Languages in India.

Unit - IV

- Tourism Planning & Importance in planning, Steps in planning.
- Planning Process.
- Management levels & skills.
- The role of Manager.
- Forms of Organization.

Unit – V

- 5.1 International Co-operation and Collaboration
- 5.2 Job Design
- 5.3 Job Analysis
- 5.4 Job Description
- 5.5 Organization chart of the department of tourism in India

Reference Books

- 1. Akshay Kumar – Tourism Management
- 2. P.N.Seth – Tourism Management
- 3. Gun Clare – Tourism Planning
- 4. Kishore – Dance of India
- 5. Chitralkh Singh – Hindus Festivals and Fairs and Fasts

SEMESTER V
CORE - IX
FOOD PRODUCTION & PATISSERIE -V

UNIT - I

LARDER

- Introduction
- Layout
- Functions
- Duties and Responsibilities of Larder Chef
- Equipment and tools used in Larder

FORCEMEAT

- Meaning
- Types of forcemeat
- Styles of forcemeat
- Preparation of each types and uses

SAUSAGES

- Types and Varieties
- Preparation method
- Brine , cures & Marinates
- Types and preparation of Brine
- Methods of Carving
- Types and uses of Marination

UNIT - II

Galantines – Preparation of Galantine

- Recipes for Chicken or Duck Galantine
- Galantines – Meaning and Preparation
- Pate and Terrine – preparation
- Mousse & Musseline – preparation
- Quenelles – Preparation of Quenelle

UNIT – III

- Chad froid – Meaning –Types & Preparation
- Uses of Chaud froid
- Aspic and Gelled preparation
- Uses of Aspic
- Garnishes – garnishes used with fish, beef, veal poultry and game.

UNIT IV – Non – Edible Display

- Ice carving – Equipment used – precaution to be taken
- Tallow sculpture
- Fruit and vegetable carving
- Thermo coal display
- Jelly logo

UNIT V – SANDWICHES

- Sandwiches – parts of sandwich
- Types of breads used for sandwich
- Types of spread and garnishes
- Types of fillings
- Types of sandwich
- Sandwich preparation
- Presentation
- Storage of sandwich

Kitchen Stewarding

- Importance of kitchen stewarding
- Organization of Kitchen stewarding department
- Functions of kitchen stewarding department
- Equipments used in kitchen stewarding
- Garbage disposal
- Sanitation

REFERENCE

1. Cesarani and Kinston – Practical cookery and Stoughton, London
2. William.J.Sultan – Practical baking – Van No strand – Rein hold, New York 1992
3. Anthony D.Reilly – The complete Cookery manual – Longman group ltd. U.K
4. Dantel R.Stephenson – Professional cookery – The process and approach – Stanly Horn publication limited
5. MJLETO & WKHBODE – The larder chef food preparation and presentation – Butterworth – Heinemann publication.

SEMESTER – V
CORE – X
FOOD AND BEVERAGE SERVICE - V

Unit I

Brunch and Afternoon Tea

Introduction

Brunch: Meaning, Menu, service

Afternoon Tea

- Full afternoon tea: Menu, cover, service sequence for full afternoon tea
- High Tea: Menu, cover, service sequence for high tea, India High Tea menu
- Buffet Tea: Buffet set-up, food and beverage arrangement, Staffing

Room Service:

Introduction

Location and equipment required for room service

Room service procedure

Mise-en-place for room service

Order taking methods for room service

Door knob card, Telephone, In person

Execution of Room service order: decentralized and centralized system

In-room facilities

Guest satisfaction

Unit II

Gueridon service

- Introduction
 - Types of trolley
 - Equipment used on a trolley
 - Maintenance of the trolley equipment
- General points while selecting and handling the food
- Mise-en-place for Gueridon service
 - Food preparation techniques
 - Advantages and limitations of Gueridon service

Dishes prepared on the Gueridon: Ingredients, equipment and cover for the dishes given below
Prawn cocktail, Escalope de veau a la creme, Steak tartare, Entrecote au poivre, Steak Diane,
Boeuf stroganoff, Peach flambé, crepes suzette, Strawberry Romanoff, Sabayon au Marsala

Unit III

Cocktails and Mock tails

Introduction

Components of cocktail

Methods of making cocktails

Equipment and tools required for making cocktails

Points to note while making cocktails -Classic styles of mixed drinks

Cocktails and their base

Mock tails

Unit IV – Banquet

Function catering

- Introduction
- Banquets
- Types of function
- Function Staff
- Staff requirement calculations
- Function Menus and wine list
- Service methods
- Function equipment
- Table plans and set-up
- Function Booking and Organization
- Organizing the function
- Service procedure for formal and informal function

Unit V – Off Premises catering

Outdoor catering

- Preliminary survey
- Analysis of Menu

- Requirements of tables, kitchen, and service equipment
- Staff calculations
- Supervisory Functions in food service operations

Text

Food and Beverage Service: R.Singaravelavan- Oxford University Press

Reference

Food and beverage Service: Dennis R. Lillicrap, John A Cousins

Modern Restaurant Service, A manual for students & Practitioners - John Fuller - Hutchinson.

Food & Beverage Service Training Manual- Sudhir Andrews - Tata McGraw-Hill.

SEMESTER – V
CORE XI
PRINCIPLES OF MANAGEMENT

UNIT -I

INTRODUCTION

Evolution-Development-School of Management, Management defined
Role of manager- Managerial skill- Roles-Levels Management process.

UNIT -II

PLANNING

Planning and management process Mission-Objectives-goals
Plans Fail
Problem solving and decision making

UNIT -III

ORGANIZING

Organizing and organization structure Organization chart
Principles of Organization
Scalar Principles
Departmentation
Unity and Command
Span of control
Centralization and Decentralization
Authority and Responsibility Delegation

UNIT -IV

LEADING AND MOTIVATION

Creating a committed Work force Basic Concept and definition
Theories of motivation Hierarchy of needs
Theory I and Y -Mc Greg or Hygiene theory Leadership-Meaning and type of leadership styles.

UNIT -V

CONTROLLING

Basic Concept

Definition

Process and Techniques Communications Importance-Message components

Communication process

Verbal and non verbal communication

REFERENCE BOOKS:

1. Principles of management & Practices-C.B.Gupta
2. Principles of management-L.M.prasad
3. Principles of management-3 Authors (Reddy, Tripatti)
4. Principles of management-Dinkar Bagare

SEMESTER- V
CORE-XII
EVENT MANAGEMENT

UNIT I

Introduction To Meetings and Event Management - Categories & Definitions - Need of Event Management -Objectives of Event Management - Creativity implications of Events

UNIT-II

Event Planning - Arranging Chief Guest/Celebrities - Arranging Sponsors Back Stage Management - Brand Management - Budget Management - Types Of Leadership For Events & Organizations

UNIT-III

Designing (a) Backdrop b) Invitation Card c) Publicity Material d) Mementos- Event Decoration - Guest and Celebrities Management - Making Press Release – Marketing communication - Media Research & Management - Participation according to the theme of the Event -Photography/ Video coverage management.

UNIT IV

Program Scripting - Public Relation - electing a Location -Social and Business Etiquette - Speaking Skills -Stage decoration - Team Spirit - Time management

UNIT V

Concept of Exhibition - Space Planning - ITPO - Sporting Events - Tourism Events- Leisure Events.

REFERENCE BOOKS:

1. Successful Event Management - Anton Shone & Bryn Parry, Publisher: Cengage Learning Business Press; 2 Edition (April 22, 2004) Isbn-I 0: 1844800768
2. Management Of Event Operations (Events Management) - Julia Turn, Philippa Norton, J. Nevan Wright, Publisher: Atlantic Publishing Company (Ft); Pap/Cdr Edition (January 8, 2007)

3. The Complete Guide To Successful Event Planning - Shannon Kilkenny, Publisher: Wiley & Sons, India (May 1992)
4. Professional Event Coordination (The Wiley Event Management Series) – Julia Rutherford Silvers And Joe Goldblatt, Publisher: Wiley, John & Sons, Incorporated.

SEMESTER – V
ALLIED – III
APPLICATION OF COMPUTER

UNIT-I

Introduction to Computers: Introduction-Types of Computers-Characteristics of Computer Generation of Computers-Classification of digital Computers-Programming Languages Machine Languages-Assembly level languages and high level languages.

UNIT-II

MS Word: Introduction to word-Formatting text and documents-Working with header and footers, foot notes-Tabs-Tables and Sorting-Menus-Mail Merge

UNIT-III

MS Excel: Introduction to Excel-Rearranging worksheets-Formatting work sheets-Functions-Excel chart Features-Working with Functions-Statistical-Math-Financial functions.

UNIT-IV

Power Point basics -editing text-Deleting slides-Working in outlines view-Using Design Templates-Adding Graphics-Adding organization Charts- Running Slide Show-Adding Special Effects.

UNIT-V

Introduction to Internet-Internet Concepts-E-Mail- WWW Concepts-Web Browser-Search Engine- Finding websites for Recipes -How to applying for job using job web sites.

REFERENCE BOOKS:

1. MS office 2000 for every one- Vikas publishing House Pvt. Ltd., Sanjay Saxena

SEMESTER – V
PRACTICAL – IX
APPLICATION OF COMPUTER

1. Creating Table in MSWORD
2. Formatting Documents
3. Mail-Merge
4. Enter data, Changing row heights column width, Formatting the data, sorting the data.
5. Function in Excel (ABS, SQRT, LEN, SUM, ROUND, AVG, COUNT)
6. Inserting Charts, Inserting Pictures
7. Creating Simple presentations-Saving, Opening an existing presentation-creating a presentation using auto Content Wizard and Template.
8. Using Various Auto Layouts, Charts, Table, Bullets and Clip Art
9. Slide View-Outline View, Slide View, Slide show View and Slide sorter view
10. Creating Organization Chart for a Hotel Industry.

SEMESTER-VI
CORE-XIII
FOOD AND BEVERAGE MANAGEMENT

UNIT - I

Introduction to cost Control: - Objective and advantage of cost control - Purchasing control - Purchasing control - Aims of purchasing policy - Job description of purchase manager and personnel - Food quality factors for different commodities - Definition of field - Test to arrive at standard field - Definition of standard purchase specification Advantages of standard field and standard purchasing specification - Advantages of standard field and standard purchasing specification purchasing procedure - Different methods of purchasing - Purchasing by contact - periodical purchasing - open market purchasing - standing order purchasing - Centralized purchasing - methods of Purchasing in hotels - Purchase order forms - Ordering Cost - Carrying cost - Economic - Purchasing problems - Sources of supply.

UNIT - II

Aims of receiving - Job description of receiving clerk / personnel - Equipment required for receiving.

Document by the supplier - Delivery notes including format - Bills / Invoices - Credit notes - Statement.

Records maintained in the Receiving Department - Goods received book - Daily receiving report - meat tags.

Receiving procedure - Blind receiving

Storing control - Aim of store control

Job description of food store room clerk

Conditions of facilities and equipment

Location of storage facilities - Security

Stock control- Two types of food received - Direct stores (Perishables/Non Perishables) -

Stock records maintained -Bin card - Stock record cards/ books.

Issuing control - Requisition - Transfer notes - Perpetual inventory - Stock taking pricing of Commodities.

Inventory control

Stock taking and comparison of actual physical inventory and book value.

UNIT - III

Production control and Beverage Control

Aim of Production control- Forecasting

Fixing of Standard - Definition of Standard quantity - Standard purchase specification -

Definition and objectives - Standard portion Size - Various equipment used. Menu

Merchandising - Menu control - Menu structure - Menu Planning - Pricing of menus Types of

MENU - Menu as marketing level- Menu layout - Constraints of menu planning. Duties of

chef de cuisine - Records maintained by chef - Issue analysis sheet - Hygiene and cleanliness -

Sanitary requirement - Garbage disposal.

Beverage Control - Purchasing - Receiving - Storing - Issuing - Production control. Standard

recipe - Standard portion size - Bar frauds - Books maintained.

Beverage control.

UNIT - IV

Sales control budgetary control and labor cost control

Sales control - Determining sales price - Calculation of selling price - Factors to be considered

while fixing selling price - Matching the cost with sales - Billing procedure Cash and credit

sales - Cashier's sales summary sheet - Budgetary control- definition of budget and budgetary

control - Objectives - Frame work - Key factors - Types of budgets - Master budget -

Budgetary control - Labor cost control - Staffing - payroll overtime.

UNIT - V

Advertising, Promoting, Merchandising Food and Beverage

Guest handling - special occasion - Advertising - promoting- merchandising food and beverage - overview identifying the media - Layout and design of advertisement highlighting

the message – Target audience - food and wine display - promoting room service -

Telephone selling - Persuasive and suggestive selling. Guest handling Identifying guest needs

- Maintaining guest history card and records - Effective public relationship - Effective social skills - personalization.

Special occasions - Type of special occasions - Creativity and Innovation - Special menu -

Planning - Co-coordinating the activities.

REFERENCE BOOKS

1. Costas Katsigris, Mary Porter, Chris Thomson - The Bar & The Beverage Book
Johnwiley & Sons INC
2. Dr. Jagmohan Negi - Professional Food & Beverage Management
3. Bemad Daris and Sally Stone - Food & Beverage Management – ELBS
4. Brian Varghese - Professional Food & Beverage Management - Franc Bros &
Co. Ltd

SEMESTER – VI
CORE - XIV
HUMAN RESOURCE MANAGEMENT

UNIT - I

Human Resource Management - Meaning, nature, scope, and objective - Functions of Human Resource Department - The role of HR Manager - Organization of HR Department – HR policies & procedures.

UNIT-II

Manpower planning - Concept, organization & practice, Manpower planning techniques - Short term and long term planning.

Recruitment & Selection - Job analysis - Description - Job specification - Selection Process - Tests & Interviews-Placement & Induction.

UNIT-III

Performance appraisal - Job evaluation & merit rating - Promotion - Transfer and demotion - Human relations - Approaches to good human relations - Job satisfaction morale and discipline - Labor turnover – Punishment

UNIT-IV

Wages and salary administration - Development Sound Compensation structure. Direct & Indirect costs, Fringe benefits, CTC (Cost to Company) Concepts & its implications - Regulatory provisions - Incentive system - Labor welfare and social security - Safety, health & security - retirement benefits to employees.

UNIT - V

Industrial relations - Trade unionism - Grievance handling - Developing Grievance Handling System - Managing conflicts - Collective bargaining and workers participation.

REFERENCE & TEXT BOOKS

1. Personnel Management - C.B.Mamoria - Himalaya Publishing House.
2. Personnel Management in Indian Organizations - Pramod Verma.
3. Personnel Management - Edwin B.Flippo - Tata McGraw Hill. .
4. Personnel Management & Industrial Relations - Tripatti - Sultan Chand & Sons.

SEMESTER – VI
ELECTIVE – XV
HOTEL & BUSINESS LAW

UNIT - I

Legislation of Catering Industry

Introduction - Salient features of catering establishment Act, 1958 - Interval for rest payment of wages act applicable to catering establishment - Notice of discharge or dismissal - penalties - Grant of registration certificates - procedures of death of a holder of the registration certificate changes of the festival specified display of statement by the catering establishment Maintenance of registers and records - Medical examination of persons prior to employment - Medical examination of employees - Scale of dress to be supplied to the employees, servers, cleaners, kitchen staff. Fire extinguishers and first aid boxes - Lien of Inn keeper - Features of Tamilnadu Tax on Luxury Act, 1981.

UNIT - II

Law Relating to Hotel Guest Relationship Hotel and Lodging rate control

Definition - Fair rates - Hotel and Lodging house - manager of a Hotel - Owner of a lodging house - Paying guest - premises - tenant - tenement - appointment of controller - fixation of fair rate - Refusal of accommodation - Eviction of guest from hotel room duties, rights and responsibilities of Inn keeper towards guest - Inn keeper lien.

Hotel and Restaurant Licenses

Licenses - Permits - procedure for obtaining - Renewing licenses - Suspension and termination - Licenses required to open and operate Hotel and Restaurant

UNIT - III

Food-Legislation, Prevention of Food Adulteration Act, 1954

Definition - Adulterant - Adulterated food - public analyst - Central food laboratory The central committee for Food Laboratory - The central committee for food standards Food Inspector - their powers and duties - procedure to be followed by food inspector Report to public analyst Notification of food poisoning.

Consumer Protection Act, 1986.

Consumer Protection Council - Consumer dispute Redressal agencies - Appeal and Jurisdiction of state and National commission.

UNIT - IV

Factories Act, 1948

Definition - Factory - Manufacturing process Adult, Adolescent, Child, young person Calendar Year, Week, Provisions regarding health, Safety and Welfare - Non - Fringe benefits - Pension P.F.

UNIT - V

Contract of Insurance

Nature of Contract of Insurance - Principles of contract of insurance - Reinsurance. Double insurance subrogation and contribution General insurance practices.

REFERENCE BOOKS

1. E. Dharmaraj - Food and Hotel Legislation and policies - New Age International publishers
2. P.L. Malik - The Industrial Law - Eastern Book & Co, Luck now
3. B.K. Chakraborti - Labour Laws of India - International Law book center, Calcutta
4. Dr. A.N. Sharma - Aspect of Labour Welfare and Social Security – Himalaya Publishing house Mumbai

SEMESTER – VI
CORE – XVI
TRAVEL & TOURISM MANAGEMENT

UNIT - I

Tourism concepts - Motivation for travel- Barriers to travel- Forms of tourism - Travel industry network - Planning process - What constitute tourism attractions - Government role in planning tourism - Tourism planning in India.

Tourism and Hotels - Hoteliers in India - Hotel chains in India - FHRAI - IRA

UNIT - II

Need for marketing in Tourism - Defining Tourism marketing - The Tourism Product. Special features of Tourism Marketing - Marketing process - Marketing research Market segmentation - Advertising - Public relations - techniques.

UNIT - III

Travel Agencies - Role of Modern Travel Agencies - Types of Travel Agencies – IATA membership - Travel Agents Association of India (T AAI) - Travel Agents Federation of India (TAFI) - Indian Association of Tour Operators (IATO) - Universal Federation of Travel Agents Association (UFTAA) Role of Government in promoting Tourism National Tourist Administration (NTA) - World Tourism Organization (WTO) - Pacific Asia Travel Association (PAT A)

UNIT - IV

Air Travel and Tourism - International Air Transport Association (IATA) - International Civil Aviation Organization (ICAO) - Future of Airline Industry - Airport Authority of India (AAI) - Computerized Reservation System (CRS) - SABRE - GALILEO WORLDSP AN AMADEUS.

UNIT - V

India- A tourist destination - Historical Past - Dance and Music - Sculptures and Paintings - Festivals - A country for all seasons and reasons - Culinary Tradition

REFERENCE BOOKS:

1. Tourism Management - Pran Nath Seth - Sterling Publishers Private Limited.
2. Tourism Marketing Management - A.K.Bhatia - Sterling Publishers Private Limited,

SEMESTER – VI
ALLIED – IV
HOTEL ENGINEERING

UNIT - I

Role and importance of Maintenance Department in hotel industry with emphasis on its relation with other departments of the hotel.

Organizational chart of maintenance department.

Duties and responsibilities of maintenance department.

Maintenance - Preventive and break-down maintenance.

Fuels used in catering industry: Types of fuel used in catering industry; calorific value; comparative study of different fuels, calculation of amount of fuel required and cost.

UNIT - II

Gas: Heat terms and units method of transfer, LPG and its properties; precaution to be taken while handling gas; low and high pressure burners, corresponding heat output, care and service of gas equipment, gas meter reading.

Electricity: Importance and its uses. Meaning of ampere, volt, ohms and their relations, ohms law, AC & DC their difference. Importance of NEC (National Electric Code), Under writers laboratory, layout of circuits, calculation of power requirements, meter reading and bill calculations. Electric power rate schedules.

Ear thing: Meaning and its importance and method of ear thing.

UNIT - III

Water system management: Sources of water and its quality, distribution of water supply system and its storage. Hardness in water and its removal methods. Elements of water system.

Sanitary systems: Sink, basins, WC, inspection chambers, soiled pipes, water taps.

Waste disposal: Solid and liquid waste, sullage and sewage, disposal of solid waste, sewage treatment.

UNIT - IV

Refrigeration: Principles and uses of refrigeration in catering industry. Basic scientific principles of different types of refrigeration systems and refrigerants. Walk-in coolers and freezers. Care and maintenance of refrigeration systems.

Conditions for comfort: Air movement, humidity control, ventilation methods, ventilation rates for different rooms.

Air-conditioning: Types Energy conservation: Energy conservation' barriers; methods of conserving electrical and water energy.

UNIT - V

Transportation systems: Passenger elevators, freight elevators, dumb waiters, escalators, side-walks - Operations and their maintenance.

Fire prevention and fire protection: Meaning of fire; different types of fire, fire hazards, fire extinguishers, fire alarm systems.

Pollution control: Water pollution, thermal pollution and sewage pollution.

REFERENCE TEXT BOOKS:

1. Hotel Engineering & Maintenance in Hospitality Industry - Frank M. Borsenik Van No strand Reinhold.
2. Principles of Hospitality Engineering - John D.Palmer - Van No strand Reinhold.
3. Theory of catering - Ronald Kin ton & Victor Cesarani - ELBS.

SEMESTER – VI
PRACTICAL X
FOOD PRODUCTION & PATISSERIE – III

DEMONSTRATION ON THE FOLLOWING:

Ice carving

Vegetable carving

Butter carving

Aspic Jelly preparation and presentation Force meat

Panades

Galantine

Ballotine

Pate terrine

CONTINENTAL CUISINE (INDIVIDUAL)

To formulate 20 sets of menu consisting of 6 dishes from the following courses mentioned below:

Hors-d'oeuvre - Simple or Compound Soup

Egg Pasta/rice Fish

Mutton/Veal/Beef/Pork Poultry/Furred game/Feathered game Potatoes Vegetables/Salads

Sweet Savoury

International cuisine Menu

Sri Lankan - 2 set

Malaysian - 1 set

Japanese - 1 set

Italian - 2 set

Spanish - 1 set

Mexican - 1 set

Mediterranean - 1 set

American - 1 set

REFERENCE BOOKS:

1. Practical cookery - Ronald Kinton & Victor Ceserani - 'Hodder Starghton.
2. The Professional Chef (IV Edition) - Le Roi A. Pdlson.
3. Larousse Gastronomique - Cookery Encyclopedia - Paul Hamyln.
4. Professional Cooking - Wayne Gisslen
5. The Complete Guide to Art of Modern Cookery - Escoffier.
6. The Cookery Year - Readers Digest Association Ltd.
7. Practical Professional Cookery -. Cracknell & Kaullmann.
8. Contemporary Cookery - Caserani & Kinton and Foskett.

Note: Menu can be compiled by the respective colleges

SEMESTER – VI
PRACTICAL – XI
FOOD AND BEVERAGE SERVICE -III

1. Compiling brunch menu
2. Compiling High tea menu, laying the cover, and serving
3. Room service order taking
4. Execution of Room service order
5. Setting up of a trolley for different types of food
6. Gueridon service: Preparation of dishes on the Gueridon (dishes given in the text book)
7. Preparation of cocktails and mock tails (drinks given in the text book)
8. Service of cocktails
9. Preparing Function Prospectus
10. Attending enquiry for catering Function (Role Play)
11. Function Booking (Role Play)
12. Menu Planning for Functions
13. Various styles of table set up for various occasions
14. Top table and sprigs set up
15. Space calculations for accommodating table plan
16. Calculating Staff requirement
17. Briefing and allocation of Stations/tables to the waiters
18. Service procedure of meals during the formal function
19. Buffet Set up (Different styles)
20. Preparing check list for Out door catering

Text

Food and Beverage Service: R.Singaravelavan- Oxford University Press

REFERENCE

Food and beverage Service: Dennis R. Lillicrap, John A Cousins

Modern Restaurant Service, A manual for students & Practitioners - John Fuller - Hutchinson.

Food & Beverage Service Training Manual- Sudhir Andrews - Tata McGraw-Hill.

PROJECT WORK

Objectives:

The students are given an opportunity to produce as in depth project report relevant to hotel industry which will enhance their knowledge and provide the future employer a guide to the student's imaginative and creative ability.

Each student has to be assigned a project work in the beginning of 6th semester. The report of the project work shall be submitted at the end of 6th semester 30 days prior to the commencement of the university examinations .

The report shall be prepared by the student under the supervision of the faculty member of the department .each report shall be neatly typed, in not less than 60 pages. Each student shall submit 2 copies of the report.

Internal examiner and an external examiner shall conduct project evaluation and viva voce examination .the examiners, from the panel of examiners suggested by the board of studies from time to time, evaluation report. The results of the project shall be forwarded to the university.

The absentees i.e., those who have not successfully completed the project work and those who have not secured minimum marks of pass, shall redo the project work and submit the new project report, to the department, along with the regular students in the next year.

Project report should contain the following in addition to the main report of their work done.

- I. Cover page - see specimen –I
- ii. Declaration by the student - see specimen –II
- iii. Certificate - see specimen –III

PROJECT WORK GUIDELINES – SPECIMEN –I

TITLE OF THE PROJECT:

A project report submitted to the Periyar University in partial fulfillment of the requirements for the award of the degree of the **BACHELOR OF SCIENCE IN HOTEL MANAGEMENT AND CATERING SCIENCE.**

By

Name of the student

Reg. no.....

UNDER THE GUIDANCE OF

Name of the guide

Designation, department

College

College Emblem

Department, College Name and Place

Month and Year of Submission

PROJECT WORK GUIDELINES – SPECIMEN –II

DECLARATION

I hereby declare that this project work titledSUBMITTED TO THE PERIYAR UNIVERSITY, SALEM in partial fulfillment of the requirements for the award of the degree B.SC., HM& CS. I declare that the work is an original one and has not been submitted earlier to the university or to any other institution for the award of any degree/diploma.

Date:

Place:

Candidate Signature

PROJECT WORK GUIDELINES – SPECIMEN –II

CERTIFICATE

This is to certify that the project entitled a bonafide work carried out by.....
Register no..... Under my supervision and guidance during the partial fulfillment of
the requirements for the award of B.SC., HM& CS degree and the work is an original one and
has not formed basis for the award of any degree, diploma, associate ship, fellowship or any
other similar title.

(HOD signature)

(Guide signature)

Project work evaluation viva-voce examination conducted on.....by

Internal examiner

External examiner

B.Sc., HM & CS – Theory-Question Paper Pattern

Question paper pattern-75 marks

Time: 3 hrs

Max.Marks:75

Part-A: 10x 2= 20

**(Answer all Questions)
(Two Question from each unit)**

Part-B: 5x 5=25

(Answer all Questions)

**(One question from each unit)
With internal choice**

Part-C: 3x 10 =30

**(One question from each unit)
With internal choice**

QUESTION PAPER PATTERN FOR HOTEL FRENCH

**HOTEL FRENCH
(MODEL QUESTION PAPER)**

Time: 3hours

Marks: 75

**Part-A (5x2 =10)
(Answer all questions)**

1. Presentez Votre ami
2. Traduisez en Francais: Good morning, Thank you
3. Traduisez en anglaise: La pomme, La citron
4. Quelle est. Votre Nationalite
5. Qui est a la reception?
6. Qui Porte les baggages?
7. Qui est le chef du buffet froid?
8. Bienvenue ----- Inde, Monsier Merchand
9. Comment allez –vous?
10. Quelle heure est –il ?

Part-B (5X5=25)

FIVE QUESTIONS –INTERNAL CHOICE

(Either or Type)

11. (a) Ecrivez cinq personnels du Restaurant

Or

(b) Comment saluez vous? Comment repondez?

12. (a) Traduisez :pineapple, meat egg, fish, cucumber

Or

(b) Faite une liste de cinq equipments qu`on trouve dans la restaurant

13. (a) Ecrivez cinq plat principal

Or

(b) Nommez cinq fruits en Francais

14. (a) Traduisez en Francais
I. Beer, ii Wine iii Juice, iv. Mixed salad, v. Egg
Or
(b) Introduisez Votre Ami
15. (a) Nommez cinq dessert d'Inde
Or
(b) Ecrivez UN menu a'votre choix

Part C –(3X10=30)

(Answer any THREE Questions)

16. Translate in to French
- a. Have a nice day
 - b. Good morning sir
 - c. Have a safe journey
 - d. Welcome to India
 - e. My name is Ravi
17. Nommez Dix choses necessaire dans un chamber de d'hotel
18. Ecrivez de 81 a'90 en lettres
19. Reconstitute les expressions:
- | | |
|---------------|-----------|
| a. un Chou | compose |
| b. un pomme | principal |
| c. un haricot | fleur |
| d. une salade | vert |
| e. un plat | de terre |
20. a comment s'appelle votre oncle?
b. comment s'appelle votre grand pe re?
c. comment s'appelle votre grand mere?
d. comment allez vous?
e. comment s' appelle votre tante?

B.Sc. HM & CS-Practical-Question Paper Pattern

Practical-I

ACCOMODATION OPERATION –I

Time: 5hrs
Internal marks: 40
External marks: 60

Marks: 100

Record	- 15 marks
Written procedure	- 15 marks
Dress code	- 05 marks
Practical	- 25 marks

Practical-II

FOOD PRODUCTION & PASTISSERIE–I

Time: 5hrs
Internal marks: 40
External marks: 60

Marks: 100

Record	- 15 marks
Indent Writing	- 10 marks
Dress code	- 05 marks
Practical	- 30 marks

Practical-III

FOOD & BEVERAGE SERVICE –I

Time: 5hrs
Internal marks: 40
External marks: 60

Marks: 100

Record	- 15 marks
Written Procedure	- 15 marks
Dress code	- 05 marks
Practical	- 25 marks

Practical-IV

FRONT OFFICE OPERATION –I

Time: 5hrs
Internal marks: 40
External marks: 60

Marks: 100

Record	- 15 marks
Written procedure	- 15 marks
Dress code	- 05 marks
Practical	- 25 marks

Practical-V

ACCOMMODATION OPERATION –II

Time: 5hrs
Internal marks: 40
External marks: 60

Marks: 100

Record	- 15 marks
Written procedure	- 15 marks
Dress code	- 05 marks
Practical	- 25 marks

Practical-VI

FOOD PRODUCTION & PATISSERIE-II

Time: 5hrs
Internal marks: 40
External marks: 60

Marks: 100

Record	- 15 marks
Written procedure	- 10 marks
Dress code	- 05 marks
Practical	- 30 marks

Practical –VII

FOOD & BEVERAGE SERVICE-II

Time: 5hrs
Internal marks: 40
External marks: 60

Marks: 100

Record	- 15 marks
Written procedure	- 15 marks
Dress code	- 05 marks
Practical	- 25 marks

Practical VIII

FRONT OFFICE OPERATION-II

Time: 5hrs
Internal marks: 40
External marks: 60

Marks: 100

Record	- 15 marks
Written procedure	- 15 marks
Dress code	- 05 marks
Practical	- 25 marks

PRACTICAL-IX

APPLICATION OF COMPUTER-I

Time: 5hrs
Internal marks: 40
External marks: 60

Marks: 100

Record - 15 marks
Practical - 45 marks

PRACTICAL-X

FOOD PRODUCTION & PÂTISSERIE-III

Time: 5hrs
Internal marks: 40
External marks: 60

Marks: 100

Record - 15 marks
Indent Writing - 10 marks
Dress code - 05 marks
Practical - 30 marks

Practical –XI

FOOD & BEVERAGE SERVICE -III

Time: 5hrs
Internal marks: 40
External marks: 60

Marks: 100

Record - 15 marks
Written procedure - 15 marks
Dress code - 05 marks
Practical - 25marks

KEY FOR CONDUCTING PRACTICAL EXAMINATION

PRACTICAL-I

ACCOMMODATION OPERATION –I

Time: 5hrs

Marks: 100

Internal marks: 40

External marks: 60

- | | | |
|--|-------------------|------------|
| 1. Practical record | - 15 marks | |
| 2. Written procedure | - 15 marks | |
| 3. Dress code | - 05 marks | |
| 4. Practical | - 25 marks | |
| a. Identification of cleaning agents & cleaning equipments | | - 05 marks |
| b. Bed Making | | - 10 marks |
| c. General Cleaning | | - 05 marks |
| d. Viva voce | | - 05 marks |

Note: Submission of Practical Records is Compulsory

PRACTICAL-II
FOOD PRODUCTION AND PATISSERIE-I

Time: 5hrs
Internal marks: 40
External marks: 60

Marks: 100

1. Practical record - 10 marks
2. Indent Writing - 05 marks
3. Dress code - 05 marks
4. Practical - 30 marks

Preparation of Six Course Menu

- a. Rice-Any Rice Preparation -05 Marks
- b. Indian Bread- Poori / Parathas/ Chapattis Etc -05Marks
- c. Dal-Any Dal Preparation -05 Marks
- d. N. Veg .Curries-Fish/Meat/Chicken/Eggs -05 Marks
- e. Vegetable Curries-Any Vegetables -05 Marks
- f. Indian Sweets -05 Marks

5. Presentation -05 Marks
6. Viva voce -05 Marks

Note: Submission of Practical Records is Compulsory

PRACTICAL-III
FOOD AND BEVERAGE SERVICE-I

Time: 5hrs
Internal marks: 40
External marks: 60

Marks: 100

- | | |
|------------------------------|------------|
| 1. Practical record | - 10 marks |
| 2. Written Procedure | - 10marks |
| 3. Dress code | - 10 marks |
| 4. Practical | - 30 marks |
| a. Table Setting | - 10 Marks |
| b. Identification of Service | |
| Equipments | - 05 Marks |
| c. Table Service | - 05 Marks |
| d. Clearance | - 05 Marks |
| e. Viva Voce | - 05 Marks |

Note: Submission of Practical Records is Compulsory

PRACTICAL-IV
FRONT OFFICE OPERATION –I

Time: 5hrs
Internal marks: 40
External marks: 60

Marks: 100

1. Record - 15 marks
2. Written procedure - 15 marks
3. Dress code - 05 marks
4. Practical - 25 marks
 - a. Identification various racks - 05 marks
 - b. Dealing with reservation enquiries - 10 marks
 - c. Registration procedure - 05 marks
 - d. Viva voce - 05 marks

Note: Submission of Practical Records is Compulsory

PRACTICAL-V
ACCOMODATION OPERATION-II

Time: 5hrs
Internal marks: 40
External marks: 60

Marks: 100

1. Practical record - 10 marks
2. Written Procedure - 10 marks
3. Dress code - 10 marks
4. Practical - 30 marks
 - a) Planning & organizing cleaning work - 10 marks
 - or
 - b) Interior Decoration –Room set up - 10 marks
 - c) First Aid Treatment - 05 marks
 - d) Viva –voce - 05 marks

Note: Submission of Practical Records is Compulsory

PRACTICAL-VI

FOOD PRODUCTION AND PÂTISSERIE-II

Time: 5hrs

Marks: 100

Internal marks: 40

External marks: 60

- | | |
|----------------------------|-------------------|
| 1. Practical record | -10 marks |
| 2. Indent Writing | -05 marks |
| 3. Dress code | - 05 marks |
| 4. Practical | -40 marks |

Preparation of Six Course Menu

- | | |
|---|------------------|
| a. Rice-Any Rice Preparation | -05 Marks |
| b. Indian Bread- Poori / Parathas/ Chapattis Etc | -05 Marks |
| c. Dal-Any Dal Preparation | -05 Marks |
| d. N. Veg .Curries-Fish/Meat/Chicken/ | -05 Marks |
| e. Vegetable Curries-Any Vegetables | -05 Marks |
| f. Indian Sweets | -05 Marks |
| g. Presentation | -05 Marks |
| h. Viva -Voce | 05 Marks |

Note: Submission of Practical Record is Compulsory

PRACTICAL-VII
FOOD AND BEVERAGE SERVICE-II

Time: 5hrs
Internal marks: 40
External marks: 60

Marks: 100

1. Practical record - 10 marks
2. Written Procedure - 10 marks
3. Dress code - 10 marks
4. Practical - 30 marks

- a. Table Laying -10 Marks
- b. Identification of bar Equipments -10 Marks
- c. Service of alcoholic beverages -05 Marks
- d. Viva Voce -05 Marks

Note: Submission of Practical Record is Compulsory

PRACTICAL-VIII
Front Office Operation-II

Time: 5hrs
Internal marks: 40
External marks: 60

Marks: 100

- | | |
|--|------------|
| 1. Dress code | - 05 marks |
| 2. Practical Record | - 10 marks |
| 3. Written Procedure | - 10 marks |
| 4. Practical | -35 marks |
| | |
| a. Handling of guest
(Arrival & Departure) | - 10 Marks |
| b. Handling of credit card
Foreign currency, Travel voucher
And Travelers cheque | - 10 Marks |
| c. Handling of during
Emergency (Fire, Bomb threat, Riot, etc) | - 10 Marks |
| d. Viva- Voce | - 05 Marks |

Note: Submission of Practical Record is Compulsory

PRACTICAL-IX
APPLICATION OF COMPUTER-I

Time: 5hrs
Internal marks: 40
External marks: 60

Marks: 100

1. Practical record -15 marks
2. Practical -25 marks
3. O/P (Print out) -20 marks

PRACTICAL-X
Food Production and Patisserie-III

Time: 5hrs
Internal marks: 40
External marks: 60

Marks: 100

1. Dress code - 05 marks
2. Practical Record - 10 marks
3. Indent Writing and Plan of Work - 05 marks
4. **PRACTICAL** (Preparation of Seven Course Menu) -40marks
 - a. Appetizer - 05 Marks
 - b. Soup - 05 Marks
 - c. Main Course - 05 Marks
 - d. Rice/ Bread/ Bread Rolls - 05 Marks
 - e. Vegetables - 05 Marks
 - f. Salad - 05 Marks
 - g. Dessert-any Hot/Cold Pudding - 05Marks
 - h. Food Presentation - 05 Marks

Note: Submission of Practical Record is Compulsory

PRACTICAL-XI
FOOD AND BEVERAGE SERVICE-III

Time: 5hrs
Internal marks: 40
External marks: 60

Marks: 100

- | | | |
|---|------------|------------|
| 1) Dress code | - 10 marks | |
| 2) Practical Record | - 10 marks | |
| 3) Written Procedure | - 10 marks | |
| 4) Practical: | - 30 marks | |
| a) Table Plan/Arrangement for Setting up Buffer for Lunch | | - 10 Marks |
| (Or) | | |
| Birthday Parties | | |
| (Or) | | |
| Conference | | |
| (Or) | | |
| Wedding Reception | | |
| b) Setting up a floating bar | | |
| Mock service | | -10 marks |
| c) Viva-voce | | -10 marks |

Note: Submission of Practical Record is Compulsory

**UNDER GRADUATION COURSES:
THEORY**

University Examination (UE)	Internal Assessment (IA)
75 Marks	25 Marks

Question Paper Pattern:

Maximum Marks - 75 Marks

Section A (10 X 2 = 20)
(Answer all questions)

Section B (5 x 5 = 25)
(Internal Choice)

Section C (3 x 10 = 30)
(Answer any 3 out of 5)

**Classification of Internal Assessment Structure:
Marks**

Test - 15
Assignment - 5
Attendance - 5

25 Marks

Passing Minimum (IA) – 40 % - 10 Marks
Passing Minimum (UE) – 40 % - 30 Marks

Total Passing Minimum 40 Marks

PRACTICAL

University Examination (UE)	Internal Assessment (IA)
60 Marks	40 Marks

Passing Minimum (IA) – 40 % - 16 Marks
Passing Minimum (UE) – 40 % - 24 Marks

Total Passing Minimum 40 Marks

No classification of internal Marks.