

**HMCS 201: Food Production Foundation -II**

(Theory: 4 Credits; Total Hours =60, Practical: 2 Credits, 60 Hrs, Total Hours =120 Hrs)

**Unit – 1 Methods of Cooking:** - Introduction, Definition, and its importance; Types- Baking, Broiling, Grilling, Frying, Steaming, Stewing, Poaching, Poeling, Roasting, Frying, Sautéing, Braising Cooking with Microwave, Ovens, Gas, Induction Plates and other such media. HACCP Standards and Professional Kitchens.

**Unit – 2 Eggs, Poultry and Meat:** Eggs – Introduction, Usage in Kitchen, Structure of Egg, Classification, Grading of Eggs, Types, Selection, Storage and preparation of breakfast dishes with eggs. Poultry and Game: Introduction, Classification, Selection Criterion, Cuts of Poultry, Yield and simple Indian preparations. Meat: Characteristics, selection and grading, Classification (Bovines, Ovines and Swines), Categories, Cuts of Meat, Storage and handling.

**Unit – 3 Fishes in cooking:** Introduction, Types, Purchasing, Storing Considerations, Fish & Shellfish, Their Classification, Cuts of Fish, Popular Species of Fish, Classical Preparations of Fish, Common cooking methods used for sea food.

**Unit – 4 Vegetable, Cuts & Cookery:** Introduction, Vegetables, Pigment and Colour Changes, Effect of Heat on vegetables, Cuts of Vegetables, nutritional and hygiene aspects. Some Indian

**Unit – 5 Cuts on vegetables:** Broccoli, Cabbage, Potatoes, Onions, Spinach, Cucumber, Tomatoes, avocado, Beetroot, French Beans, Gourd, Bottle Gourd, Pumpkin, Okra, Colocasia, Spinach, Carrot, Turnips

**Practical**

1. Understanding Methods of Cooking & HACCP Standards
2. Cooking in Professional Kitchen – Do's & Don't's
3. Understanding Eggs and their simple Breakfast Preparations; Preparation of Hard & soft boiled eggs.
4. Fried eggs.
5. Poached eggs.
6. Scrambled eggs.
7. Omelet's (Plain, Spanish, Stuffed)
8. Familiarisation with, Poultry, Meats & Fishes – Their Simple Cuts and Cooking
9. Vegetables – Their usage and cooking precautions
10. Cuts of vegetables
  - Julienne
  - Jardiniere
  - Dices
  - Cubes
  - Macedoine
  - Paysanne
  - Shredding
  - Mire- poix
11. Blanching of Tomatoes and Capsicum.
12. Cooking vegetables:

13. Boiling (potatoes, peas)
14. Frying (Aubergine, Potatoes)
15. Steaming (Cabbage)
16. Braising (Potatoes)
17. Braising (Onions, cabbage)
18. Simple Vegetable and Meat Cookery
19. Identification of types of rice varieties & pulses.
20. Simple preparation of Boiled rice (Draining & Absorption) method.
21. Fired rice.
22. Simple dal preparation
23. Wheat, products like making chapattis, parathas, phulkas, Kulchas & puris.
24. Simple Breakfast Preparations:
25. Preparation of Puri/ Bhaji, Allo Paratha, Chola Bhatura,
26. Preparation of Continental Breakfast

**Reference Books :**

M.D. Voures	Super Cook (Vol. 1 to 23, A-Z)
Victor Ceserani	Practical Cookery
K. Arora	Theory of Cookery
Larousse	Gastronomique
Jane Grigson	The book of ingredients
Jane Grigson	European Cookery
Joseph Amendola	Understanding Baking
S.C. Dubey	Basic Baking
William J. Sultan	Practical Baking

**HMCS 202: Food & Beverage Service Foundation –II**

(Theory: 4 Credits; Total Hours =60, Practical: 2 Credits, 60 Hrs, Total Hours =120 Hrs)

**Unit – 1 Non Alcoholic Beverages & Mock tails:** Introduction, Types (Tea, Coffee, Juices, Aerated Beverages, Shakes) Descriptions with detailed inputs, their origin, varieties, popular brands, presentation and service tools and techniques. Mocktails – Introduction, Types, Brief Descriptions, Preparation and Service Techniques

**Unit – 2 Coffee Shop & Breakfast Service:** Introduction, Coffee Shop, Layout, Structure, Breakfast: Concept, Types & classification, Breakfast services in Hotels, Preparation for Breakfast Services, Mise-en-place and Mise-en-scene, arrangement and setting up of tables/ trays, Functions performed while on Breakfast service, Method and procedure of taking a guest order, emerging trends in Breakfast Services and salient features.

**Unit – 3 Foods and Beverage Services in Restaurants:** - Introduction, Concept of Restaurant, Types of Restaurants, their salient features; Set up of Restaurants and their Layouts, Restaurant Teams Organisational Structure, Modern Staffing in various hotels, Method and procedure of receiving guests, taking guest orders, Service equipment used and its maintenance, Coordination with housekeeping for soil linen exchange, Physical inventory monthly of crockery, cutlery, linen etc., Equipment, furniture and fixtures used in the restaurant and their use and maintenance, Theme and Speciality Restaurants, Celebrity Restaurants.

**Unit – 4 Room Service / In Room Dinning:** Introduction, Concept of Room Service/ In Room Dinning, Their Salient Features, Understanding Guest expectations in Room Service, Room Service Equipments, Set up of Trays & Trolleys, Upkeep and Storage,

**Unit – 5 Service Tools:** Clearance, Presentation of Bills, Room Service Dos & Don'ts. Mini Bar Management in Guest rooms, Guest Interaction – Have and Have not's.

**Practical**

1. Understanding Non Alcoholic Beverages, Types & Service Techniques

2. Guest Interactions while on Food Service – Do's & Don't's
3. Understanding Mocktails, Their Presentation and Services (At least ten types of Mocktails)
4. Breakfast Services: Types, Breakfast Layouts, Menu Knowledge, Table Services, Clearance & Acknowledging guests.
5. Familiarisation with Food Service in Restaurants ( Receiving Guests, Table Layouts, Complimenting them, Presentation of Bills, Dealing with in house/ residential guests)
6. Restaurant Services – Their salient features, Table Layouts, Presenting Menus, precautions while dealing with guests, Commitments with guests, Food Pickup Procedures, Clearance and Dishwashing Procedures
7. Room Service Practical, Taking of Orders, Delivery of Food Services, Identifying Room Service Equipment, Importance of Menu Knowledge for Order-taking (RSOT functions/procedures), Food Pickup Procedure, Room service Layout Knowledge, Laying of trays for various orders, Pantry Elevator Operations, Clearance Procedure in Dishwashing area, Room service Inventories and store requisitions

**Reference Books :**

Sudhir Andrews	F&B Service Training Manual
Denni R. Lillicrap	F&B Service
John Fuller	Modern Restaurant Service

**HMCS 203: Accommodation & Front Office Foundation –II**

(Theory: 4 Credits; Total Hours =60, Practical: 2 Credits, 60 Hrs, Total Hours =120 Hrs)

**Unit – 1 Cleaning Science:** Cleaning Agents, Characteristics of a good cleaning agent, PH scale, Types of cleaning agent, cleaning products (Domestic and Industrial), Cleaning Equipment: Types of Equipment, Operating Principles, Characteristics of Good equipment (Mechanical/Manual), Storage, Upkeep, and Maintenance of equipment, Care and Cleaning of Different Surfaces: Metal, Glass, Leather, Rexene, Ceramic, Wood, Wall and floor covering, Stain Removal.

**Unit – 2 Housekeeping Procedures:** Cleaning Schedules, Cleaning Methods, Briefing, Debriefing, Proceeding for Days work, Keys & Their Classification, Inventory of Housekeeping Items, Indenting from Stores, Housekeeping control desk: Importance, Role, Co-ordination, check list, key control. Handling Lost and Found, Forms, Forms and registers used in the Control Desk, Paging systems and methods, Handling of Guest Requests, General operations of control desk.

**Unit – 3 Basic Front Office Operations:** Front desk operations & functions, Equipments used at front office – Room Rack, Mail Message, and Key Rack, Reservation Racks, Information Rack, Folio Trays, Account Posting Machine, Voucher Rack, Cash Register Support Devices, Telecommunications Equipments, rooms and plans, Basis of Room charging, Tariff fixation,

**Unit – 4 Introduction to the guest cycle:** Reservation: Concept, importance, types, channels and systems, Procedure of taking reservation, Overbooking, amendments and cancellations, Group Reservation: Sources, issues in handling groups. Procedure for guest check in, and baggage handling,

**Unit – 5 The Guest Room Servicing:** Cleaning of Guest Rooms & Bathrooms: Daily cleaning of (Occupied/ Departure/ Vacant/ Under Maintenance/VIP rooms (Systematic Procedures), Special Cleaning, Weekly Cleaning /Spring Cleaning, Evening service/ Turn down Service, System & procedures involved Forms and Formats, Replenishment of Guest supplies and amenities, Use of Maids Cart & Caddy.

**Practical**

1. Identification and familiarisation with cleaning equipments and agents.
2. Cleaning of different surfaces e.g. windows, tabletops, picture frames under beds, on carpet, metal surfaces, tiles, marble and granite tops.
3. Develop an understanding about basic Housekeeping procedures like Briefing, De Briefing, and dealing with Lost & Found, Key Control, and Forms & Registers at Control desk of Housekeeping
4. Identification and familiarisation with front desk equipments and Performa's.
5. Skill to handle front desk operations i.e guest reservations, guest arrival (FIT and groups) including baggage handling
6. Skills to handle to telephones at the reception- receive/ record messages.
7. Skills to handle guest departure (fits and groups)
8. Preparation and study of countries, capitals, currencies, airlines and flags chart
9. Role play:
  - a. At the porch, Guest driving in Doorman opening the door and saluting guest; Calling bell boy
  - b. At the Front Desk: Guest arriving; greeting & offering welcome drink and guest interactions.
  - c. Servicing of guestrooms, placing/ replacing guest supplies and soiled linen

Note: For focused inputs of accommodation the practical hours may be split up i.e first Two for Front Office and next Two for Housekeeping, thus completing 4 practical lab hours per week of two credit equivalence.

**Reference Books :**

M.A. Vagisr, Ogale	Home Management
Sudhir Andrews	Hotel Housekeeping
Joan C. Branson	Hotel, Hostel & Hospital Housekeeping
Georgira Tucker	The Professional Housekeeper
Dennis L. Foster	Back Office Operation & Admin.
Dennis L. Foster	Front Office Operation & Admin.
Sudhir Andrews	Hotel Front Office.
Bruce Braham	Hotel Front Office.

**HMAE 204 A : English Communication**

(Theory: 2 Credits; Total Hours =30)

**Unit 1** - Phonetics Transaction Stress Tunes in connected speech (word groups, speech rhythm)

**Unit 2** - Dialogue writing Formation of Questions (using WH, How type questions) and answers (agreement / disagreement) Question Tags

**Unit 3** - Verbal response to Situations Verbal etiquette / Face to Face and telephonic conversation with clients

**Unit 4** - Unravelling the captions in journals Word pictures Error Identification and correction

**Unit 5** - Description : location, thing, hotel reservation food, place of picnic and sight seeing – preparing speech.

**Reference Books :**

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

**HMAE 204 B : Environmental Science**

(Theory: 2 Credits; Total Hours =30)

**Unit 1:** Multidisciplinary nature of environmental studies Definition, scope and importance (2 lectures) need for public awareness.

**Natural Resources:** Renewable and non-renewable resources: Natural resources and associated problems. a) Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forest and tribal people. b) Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems. c) Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.

d) Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies. e) Energy resources: Growing energy needs, renewable and non renewable energy sources, use of alternate energy sources. Case studies. f) Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification. Role of an individual in conservation of natural resources; equitable use of resources for sustainable lifestyles. (8 lectures)

**Unit 2:** Ecosystems, Concept of an ecosystem; Structure and function of an ecosystem; Producers, consumers and decomposers; Energy flow in the ecosystem; Ecological succession; Food chains, food webs and ecological pyramids; Introduction, types, characteristic features, structure and function of the following ecosystem :- a. Forest ecosystem b. Grassland ecosystem c. Desert ecosystem d. Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries) (6 lectures)

Biodiversity and its conservation; Introduction – Definition: genetic, species and ecosystem diversity; Bio-geographically classification of India; Value of biodiversity: consumptive use, productive use, social, ethical, aesthetic and option values; Biodiversity at global, National and local levels; India as a mega-diversity nation; Hot-spots of biodiversity; Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts; Endangered and endemic species of India; Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity. (8 lectures)

**Unit 3:** Environmental Pollution Definition; Cause, effects and control measures of :- a. Air pollution b. Water pollution c. Soil pollution d. Marine pollution e. Noise pollution f. Thermal pollution g. Nuclear hazards; Solid waste Management : Causes, effects and control measures of urban and industrial wastes; Role of an individual in prevention of pollution; Pollution case studies; Disaster management : floods, earthquake, cyclone and landslides. (8 lectures)



**Unit 4:** Social Issues and the Environment; From Unsustainable to Sustainable development; Urban problems related to energy; Water conservation, rain water harvesting, watershed management; Resettlement and rehabilitation of people; its problems and concerns. Case Studies; Environmental ethics: Issues and possible solutions; Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case Studies; Wasteland reclamation; Consumerism and waste products; Environment Protection Act; Air (Prevention and Control of Pollution) Act; Water (Prevention and control of Pollution) Act; Wildlife Protection Act; Forest Conservation Act; Issues involved in enforcement of environmental legislation; Public awareness. (7 lectures)

Human Population and the Environment; Population growth, variation among nations; Population explosion – Family Welfare Programme. VII Environment and human health; Human Rights; Value Education; HIV/AIDS; Women and Child Welfare; Role of Information Technology in Environment and human health; Case Studies. (6 lectures)

**Unit 5:** Field work' Visit to a local area to document environmental assetsriver /forest / grassl and/hill/mountain; Visit to a local polluted site-Urban/Rural/Industrial/Agricultural; Study of common plants, insects, birds; Study of simple ecosystems-pond, river, hill slopes, etc. (Field work Equal to 5 lecture hours)

#### **Reference Books :**

1. Grumbine, R. Edward, and Pandit, M.K. 2013. Threats from India's Himalaya dams. Science, 339: 36-37.
2. McCully, P. 1996. Rivers no more: the environmental effects of dams (pp. 29-64). Zed Books.
3. McNeill, John R. 2000. Something New Under the Sun: An Environmental History of the Twentieth Century.
4. Odum, E.P., Odum, H.T. & Andrews, J. 1971. Fundamentals of Ecology. Philadelphia: Saunders.
5. Pepper, I.L., Gerba, C.P. & Brusseau, M.L. 2011. Environmental and Pollution Science. Academic Press.
6. Rao, M.N. & Datta, A.K. 1987. Waste Water Treatment. Oxford and IBH Publishing Co. Pvt. Ltd.
12. Raven, P.H., Hassenzahl, D.M. & Berg, L.R. 2012. Environment. 8th edition. John Wiley & Sons.
7. Rosencranz, A., Divan, S., & Noble, M. L. 2001. Environmental law and policy in India. Tripathi 1992.