

HMCS 401: Introduction to Indian Cooking

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

Unit – 1 Indian Cooking: - Introduction, Philosophy of Indian Food, The great Indian Cuisine – Key features, Regional influences on Indian Food, Popular foods of India (At least one simple three

Unit – 2 course menu from region of India : North, East, South, Seat and Central India its salient features and cooking).

Unit – 3 Condiments, Herbs and Spices Used in India Cuisine: Introduction, Condiments, Herbs and Spices used in Indian Cuisine (Allspice, Ajowan, Aniseed, Asafoetida, Bay leaf, Cardamom, Cinnamon, Cloves, and Coriander seeds, Cumin, Chilli, Fenugreek, Mace, Nutmeg, Mustard, Pepper, Poppy Seeds, Saffron, Tamarind, Turmeric, Celery, Curry Leaf, Marjoram, Pomegranate Seeds, Stone Flowers, Basil, Betel Root, Black Salt, Red Chilli, Rock Salt) Various ways of using spices, their storage and usage tips.

Unit – 4 Masalas, Pastes and Gravies in Indian cooking: Masalas and Pastes: Introduction, Types, Blending of Spices, Concept of Dry and Wet Masalas, Pastes used in Indian Cooking, Purchasing, Storing Considerations. Basic Indian Gravies: Introduction, Gravies and Curries, Regional Gravies, Gravy Preparations.

Unit – 5 Commodities and their usage in Indian Kitchens: Introduction, Souring Agents, Colouring Agents, Thickening Agents, Tendering Agents, Flavouring and Aromatic Agents, Spicing Agents in Indian Kitchens

Practical

1. Understanding Indian Cooking and Preparation of simple popular foods of India (At least one simple three course menu from each region of India , North, East, South, Seat and Central India its salient features and cooking).

2. Condiments, Herbs & Spices in Indian Kitchen – Do’s & Don’t’s

3. Understanding Preparations of Masalas, Pastes and Gravies in Indian

Kitchen Preparation of:

- (i) Makhni
- Gravy (ii) Green
- Gravy (iii)
- White Gravy
- (iv) Lababdar
- Gravy
- (v) Kadhai Gravy
- (vi) Achari Gravy
- (vii) Malai Kofta

Gravy (viii)
Yakhni Gravy (ix)
Yellow Gravy
(x) Korma Gravy

4. Familiarisation with, commodities and their usage in Indian Kitchens with the help of simple dishes preparations indicating their usage.

Reference Books :

K. Arora	Theory of Cookery
Jane Grigson	The book of ingredients

HMCS 402: Food & Beverage Service Operations -II

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

Unit – 1 Restaurant Planning: Introduction, Planning & Operating various F & B Outlets and support, ancillary areas, Factors- Concept, Menu, Space & Lighting, Colors and Market, Restaurant Design team. Restaurant Problems and Guest Situation Handling – (thumb rules), Hosting Theme Functions/ Lunches/Events, Preparation of Flamb'es & Gueridon Service

Unit – 2 Buffet: Introduction, Types, Buffet Sectors, Equipments Used, Factors, Space requirements & Checklist, Buffet Presentation, menu planning, staff requirement, Buffet Management. Function Catering: Introduction, Types of Function, Function Administration & Organization- Booking Procedure, Menus, Function contracts, Seating Arrangements. Other Catering Operations: Off- Premises Catering,

Unit – 3 Types of Catering :

Hospital Catering, Industrial & Institutional Catering, Airline & Railway catering, Home Delivery, Take away, and Afternoon & High Teas: Introduction, Menu, and Cover & Service.

Unit – 4 F & B Control- Overview: Introduction, Objectives of F & B Control, Problems in F & B Control, Methodology of F & B Control, Personnel Management in F & B Control. Cost & Sales Concepts: Definition of Cost, Elements of Cost, Classification of Cost, and Sale defined, Ways of expressing sales concepts. Cost Volume/ Profit Relationships (Bread- even Analysis).

Unit – 5 Budgetary Control: Introduction, Objectives, Kinds of Budget, Budgetary Control Process, Stages in the preparation of Budgets. Budgeting for F & B Operations Food & Beverage Control: Purchasing Control, Receiving Control, Storing and Issuing Control, Menu Management: Introduction, Types of Menu Planning Considerations & Constraints, Menu Costing and Pricing, Menu Merchandising, Menu Engineering, Menu Fatigue, Menu as a In-House Marketing, Tool.

Practical

1. Restaurant Set –ups of different types & services
2. Service of Afternoon & High teas
3. Buffet Lay –up, theme Buffets set up
4. Theme Parties
5. Role Plays & Situation handling in Restaurant
6. Gueridon Service

Reference Books :

Denni R.Lillicrap	F & B Service
Jaffery T. Clarke	Table & Bar
Matt A. Casdo	Food & Beverages Service
John Cousins	F & B Management
Michael M. Coltman	Beverage Management

HMCS 403: Accommodation & Front Office Operations -II

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

Unit – 1 Cleaning of Public Areas: Cleaning of Public Areas: Cleaning Process, Cleaning and Upkeep of Public areas, (Lobby, Cloak rooms/ Restaurant/ bar/ banquet Halls/ Administration offices/ Lifts and Elevators/ Staircase/ back areas/ Front areas/ Corridor), Pest Control: Types of pests, Control procedures, Safeguarding Assets: Concerns for safety and security in Housekeeping operations, Concept of Safeguarding assets.

Unit – 2 Special Provisions for Guests, Safety, Security and First Aid: Guest room features for differently abled – added features and modifications, Public Areas: Wash – rooms, Restaurants, main entrance etc. added features and modifications. Situation Handling/ Service Design, for typical Market Segment (Safety, security & Comfort); Airlines crew guest rooms, single lady guests, Children.

Unit – 3 The Concept and Importance Safety: Accidents, Fires (Cause, Procedure, Accident report form), Security: Security of Guest/ Staff/ Public areas/ Rooms/ Back office areas, First Aid: Concept and Emergency Procedures (Heart Attack, Fits, Burns, Fainting, Fractures, Scalds, Artificial respiration

Unit – 4 The Guest Stay with Hotel: Registration: concept, systems and its procedure, Registration form and C Form, No Shows, Rooming of Guests, Message Handling, Dealing with Guests Requests and Complaints, Travel Desk and Concierge: functions; luggage, paging, message and left luggage handling procedure, foreign currency handling, Room selling techniques, Communicating with guests.

Unit – 5 The Guest Departure and Post Departure Services at Front Desk: The guest accounting, the guest ledgers, city ledger, tips and advances, front office cash sheet, paid out, bank net receipts, over and shorts, settlement of bills, credit card handling, handling vouchers of – room rate, food sales, laundry, other guest services, miscellaneous charges, credit security measures, cash and credit control, express check out, early and late check outs, group departures, post departure courtesy services

Practical

1. Identification and familiarisation with cleaning of Public Areas in Hotels.
2. Develop an understanding about requirements of different guests, with children, business travellers, single woman traveller, differently abled travellers and acquaint the learners with procedures like expression about sharing of hotel services and facilities to guests, employees as brand ambassadors of hotels, managing guest interactions effectively.
3. Handling guest Check - In , Registration, Facilitation during stay at Hotel, Billing, Related Performa's.

4. Skills to handle guest accounting and departure (fits and groups)

5. Role play: In ref to the theory syllabus

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 :

Joan C. Branson	Hotel, Hostel & Hospital Housekeeping.
Georgina Tucker	The Professional Housekeeper.
Dennis L. Foster	Front Office Operation & Admin.
Sudhir Andrews	Hotel Front Office.

HMCS 404: Accountancy Skills for Hospitality
(Theory Credit: 2, Study Hours: 30)

Unit 1: Introduction to Financial Accounting

Introduction to Accounting, Meaning, Evolution, Importance and application of Accounting; Financial, Cost and Management Accounting, Finance Function and Accounting; Accounting and Other disciplines; Accounting as a Career and Profession; Place of Accounting Officers in the Organization; Auditing and Internal Control; Forms of Organizations and Effect on Accounting.

Accounting Principles

Accounting Concepts and Convention; Accounting Policies; Generally Accepted Accounting Principles (GAAP); International Financial Reporting Standards (IFRS); Indian Accounting standards (Ind AS); India's Roadmap to Convergence with IFRS.

Unit 2: Presentation Of Financial Statements : Balance Sheet

Capital and Revenue Expenditure and Receipts; Classification of Items on a Balance Sheet: Assets: A. Fixed Assets, B. Investments, C. Current Assets, D. Fictitious Assets, E. Contingent Assets; Liabilities: A. Owner's Fund, B. Long Term Liabilities, C. Current Liabilities and Provisions, D. Contingent Liabilities; Format of Balance Sheet, Balance Sheet Equation, Preparing Balance Sheet

The Income Statements

Measurement of Profit; Format of Profit and Loss Account; Profit and Loss Account of a Manufacturing Concern; Appropriation of Profit; Advantage of Profit and Loss Account

Unit 3: Mechanics Of Accounting

Classification of Accounts; Double Entry System; Overview of Accounting Cycle; Preparing Journals; Subsidiary Books; Purchase Day Book; Sales Day Book; Cash Book; Petty Cash Book; Journal Proper; Ledger; Preparation of Trial Balance; Accounting Errors and their Rectification; Bank Reconciliation Statement (BRS); Computerized Accounting

Unit 4: Fixed Assets And Depreciation Accounting

Cost of Fixed Assets; Depreciation; Method of Computing Depreciation; Fixed Installment Method or Straight Line Method (SLM); Diminishing/Reducing Balance Method or Written Down Value Method (RBM); Accounting Treatments for Transactions; Recording Depreciation in Asset Account; Recording Depreciation in Provision for Depreciation Account; Recording Sale of Asset; Change in the Method of Depreciation; Impairment of Assets.

Unit 5: Company Accounts: Accounting For Shares and Debentures

Shares and Share Capital; Issue of shares; Share Issue: Payments in installment; Buyback of shares; Debentures and bonds

Company Accounts: Financial Statements

Income statement/ Profit and Loss Account; Balance sheet; Company Annual Report.

Reference Books :

G.S. Rawat Elements of Accountancy.

J.R. Botlibol Book-keeping.

Dr. R.K. Gupta & Vardhaman Book-keeping and accountancy