

School of Hotel Management (2nd sem)

HMC-201

Food Production & Patisserie

TEACHING SCHEME:

Theory : 2 Hrs /week
Practical : 4 Hrs /week

ASSESSMENT SCHEME :

	MARKS	DURATION	CREDIT
Theory	: 60	2Hrs	2
Practical	: 50	4Hrs	2
Internal	: 40		
TOTAL	150		4

OBJECTIVE:

During the course the students should.

1. Learn about the various commodities required for food production, their market forms, selection, storage and use.
2. Understand the fundamentals of menu planning & standard recipe.
3. Enhance the basic culinary skills.
4. Learn in details

COURSE CONTENT

1.1- COMMODITIES:

CEREALS: General information about cereals special reference to the Structure, Processing, Types of Rice, Cooking of Rice and Rice Products.

PULSES: Composition, Type & Cooking.

1.2- COMMODITIES:

MILK & MILK PRODUCTS: Composition of milk, storage, Types of milk, Cream, Butter curd.

CHEESE : Products of cheese, Types of cheese.

EGGS: Composition uses and cooking of Egg.

2.1- COMMODITIES:

VEGETABLES: Classification, Selection and cooking.

FRUITS.

2.2- COMMODITIES:

FISH: Classification, Selection, Storage, Cuts of fish and cooking.

MEAT: Classification, Selection, Storage, Cuts and Cooking of Beef, Mutton / Lamb, Pork.

POULTRY: Classification, Selection, Preparation and Cooking.

3 - MENU PLANNING & RECIPE FORMULATION:

Menu planning: Factors affecting menu planning.

Standard recipes: Definition, writing and costing.

4- BAKERY SCIENCE:

Identification and handling of raw materials.

Wheat & wheat flour, Sugar, Fat, Yeast, Water, Salt, Milk etc.

Functions of ingredients in bakery products.

5- BAKERY SCIENCE: BREAD MAKING.

Method of bread making.

Straight dough method.

Sponge and dough method.

Salt delayed method.

Flying ferment method.

Bread faults, Diseases and remedies.

TEXT READINGS.

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

PRACTICALS

1. At least nine menus (3 course) of basic nature comprising of:

5 Continental / European

3 Indian

1 Chinese

2. Bakery practical to cover the following:

a) Bread making – Straight dough method.

b) Short crust pastry and its products: Tarts, Pie etc.

c) Flaky & puff pastry and their products: Patties, Palmiers, Cheese Straw,

Vol-au-vents, Cream horns etc.

- d) Choux Pastry and its products: Éclairs, Profit rolls
- e) Sponge Cakes: Genois sponge, Fatless sponge.
- f) Icing: Butter icing water icing.
- g) Assembling cakes.
- h) Heavy cake : Pound cake.
- i) Cookies with basic cookie paste.

HMC -202		<u>Food & Beverage Service Advance</u>		
<u>TEACHING SCHEME:</u>	Theory	: 2 Hrs /week		
	Practical	: 4 Hrs /week		
<u>ASSESSMENT SCHEME</u>	:	MARKS	DURATION	CREDIT
	Theory	: 60	2Hrs	2
	Practical	: 50	4Hrs	2
	Internal	: 40		
	TOTAL	150		4

Mineral Water and Tonic Water.

4- RESTAURANT OPERATION CONTROL SYSTEM

Necessity of good control system.

Functions of control system.

Types of K.O.T.

Taking orders and presenting bills.

Duplicate and triplicate checking systems.

Inter-departmental transfer, summary sheet etc.

5- TOBACCO

Processing & manufacturing of Cigarettes, Cigar & Pipe.

Storage and service of Cigarettes and Cigars.

TEXT READINGS

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

PRACTICALS

1. Revision of F&B Practical -1.
2. Layout of different food service areas and ancillary departments. (Drawings)
3. Napkin folds- Lunch folds, Dinner folds, Breakfast Folds.
4. Menu planning for different meals.
5. Order taking of Food & Beverages, Preparation of K.O.T.
6. Basic service methods e.g. Silver Service, American service, Russian Service, etc.
7. Service of Non-Alcoholic Beverages.
8. Service of Tobacco.
9. Preparation of bill & its presentation to the guest.
10. Room Service Tray Setup.

HMC -203

Hotel Housekeeping Management

TEACHING SCHEME:

Theory	: 2 Hrs /week
Practical	: 4 Hrs /week

ASSESSMENT SCHEME :

	MARKS	DURATION	CREDIT
Theory	: 60	2Hrs	2
Practical	: 50	4Hrs	2
Internal	: 40		
TOTAL	150		4

OBJECTIVES

To complete the student's experience of all house keeping routines including.

1. Linen room procedure, care & maintenance of linen.
2. Uniform and sewing room procedure.
3. Laundry- Importance & principles, layout, floor process & finishes.
4. Stain removal- Methods and aids.
5. Knowledge about fabrics, their origin, characteristics, use in hotel industry.
6. Yarns & their types.

COURSE CONTENT

1-PUBLIC AREA CLEANING.

Periodical cleaning, Task, Schedule.
Special Cleaning program.
Redecoration & refurbishing.

2-FLOOR FINISHES.

Types and methods of cleaning.

3-WALL FINISHES.

4.1-DAILY ROUTINES & SYSTEMS OF HOUSEKEEPING DEPARTMENT.

4.2-CLERICAL JOBS DONE IN THE HOUSEKEEPING DEPARTMENT.

5.1GUEST ROOM INSPECTION.

5.2-COMPOSITION, CARE AND CLEANING OF.

Metals, Glass, Leather, Plastic, Ceramic & Wood.

TEXT READINGS.

M.A. Vagisr, Ogale
Sudhir Andrews
Joan C. Branson
Georgira Tucker

Home Management
Hotel Housekeeping
Hotel, Hostel & Hospital Housekeeping
The Professional Housekeeper

PRACTICALS

1. Basic cleaning procedure in Guest room.
 - Check-out room.
 - Occupied room.
 - Vacant room
 - Evening service
 - Clerical jobs to be undertaken in the above cases.
2. Public Area cleaning Programme:
 - Regular (Daily)
 - Periodically (Weekly)
 - Special (Spring)
3. Floor Polishing and Furnishing.
 - Different stones like Granite, Marble, Sand stone & other hard surfaces.
 - Wooden.
 - Synthetic flooring.
 - Soft flooring.
4. Cleaning and care of:
 - Different metals e.g. Brass, Silver & E.P.N.S., Stainless Steel, Copper, Iron etc.
 - Glass.
 - Plastic.
 - Leather.
 - Ceramic.
5. Guest room inspection check list.

HMC -204

Front Office Operations & Management

TEACHING SCHEME:

Theory	: 2 Hrs /week
Practical	: 4 Hrs /week

ASSESSMENT SCHEME :

	MARKS	DURATION	CREDIT
Theory	: 60	2Hrs	2
Practical	: 50	4Hrs	2
Internal	: 40		
TOTAL	150		4

OBJECTIVES:

The objective is to make student aware of:

1. Registration, its types, importance and aspect.
2. The components of Registration Process for Individual guest, foreigners & VIPs.
3. A proper systematic way of shorting a shift and hand over a shift.
4. The components of night audit and system in compiling a night audit.

COURSE CONTENT

1-STARTING THE WORK SHIFT

2-CHECK IN PROCEDURES

Greeting the guest.

Registration : Types of registration, Importance of registration, Legal aspects of Registration.

Allotment of rooms.

Handing over keys

Work flow chart.

3-CHECK IN PROCEDURES FOR SPECIAL CASES

Foreigners.

VIPs.

4-HANDLING GROUP ARRIVALS

Types of groups.

Rooming list.

Pre arrival list.

Welcoming & Handling of Check-in at the time of actual check-in.

Post arrival activities with reference to group types.

Flow chart.

5-ENDING WORK SHIFT, HANDING OVER TO NEXT SHIFT.

NIGHT AUDIT.

Job, Duties & Responsibilities of night auditor.

Compilation of reports and statistics.

Preparation of transcript.

TEXT READINGS.

Dennis L. Foster	Back Office Operation & Admin.
Dennis L. Foster	Front Office Operation & Admin.
Sudhir Andrews	Hotel Front Office.
Bruce Braham	Hotel Front Office.

PRACTICALS

1. Recapitulation of the semester 1st practical.
2. Greeting & receiving the guest.
3. Registration procedure of guests : Walk-in, Reserved.
4. Allotment of room and handing over keys.
5. Post arrival activities at the reception.
6. Check-in procedures for foreigners.
7. Check-in procedures for VIP.
8. Group check-in.
9. Statistical methods.
Shift hand over procedure.

HMC -205

Food Science

TEACHING SCHEME:

Theory : 2 Hrs/week

ASSESSMENT SCHEME :

	MARKS	DURATION	CREDIT
Theory	: 60	2 Hrs	2
Internal	: 40		

TOTAL	100	2
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OBJECTIVES:

This course is designed to acquaint the students with the basic science of food which will finally provide support to their knowledge about food & its preparation. By the end of the semester the student should:

- Understand the reasons for food spoilage.
- Understand the methods of food preservative & storage.
- Know about food and water borne diseases & its prevention.
- Conceptualize food chemistry.

COURSE CONTENT:

1-FOOD SPOILAGE.

Factors contributing to food Spoilage, Spoilage classification, Cause of food spoilage, Spoilage Agents, Enzymes, Micro organisms etc, Cross contamination.

2.1-METHODS OF FOOD PRESERVATION.

Refrigeration Freezing & Freezing methods; Canning; Drying & dehydration, Salting, Fermentation, Chemical Additives, Radiation.

2.2-FOOD STORAGE

Refrigerated Storage: Storage conditions, Controlled Atmosphere, Cold Storage, Mixed Storage, Product State on entering storage, Packaging, Renewable Materials.

3-FOOD AND WATER BORNE DISEASES, INTOXICANTS AND PREVENTATION

Sources, Effects and prevention.

4-FOOD ADDITIVES.

Definition , Classification of food additives, Types of food additives, Natural Food colours; Coal Tar Dyes; Synthetic food colours; Flavoring agents; Anti- Oxidants, Preservatives – Class 1 & Class 2; Emulsifiers.

5-CHEMICAL PROCESSES INVOLVED IN FOOD PREPARATION.

Oxidation and rancidity, Decomposition, Gelatinization, Coagulation, Fermentation, Emulsification, Caramalisation, Homogenization, and chemical reactions.

TEXT READINGS.

Mohini Seth

S.K. Kulshreshtha

Ronald Kinton

Norman W. Dessies

Richard Lacey

Duru Jagtiani

Catering Management.

Food Preservation.

The Theory of Catering.

Food Preservation.

Unfit for human consumption.

Fruit Preservation.

HM-AE- 206 (A)

English Communication

TEACHING SCHEME:

Theory : 2 Hrs/week

ASSESSMENT SCHEME

	:	MARKS	DURATION	CREDIT
Internal	:	100		2
TOTAL		100		2

COURSE OBJECTIVES :

To enable the students to understand the manner of communication in English proper pronunciation

To enable to students to understand the proper intonation and accentuation while speaking.

To enable the students to learn the verbal etiquette in hotel management

- 1- Phonetics Transaction Stress Tunes in connected speech (word groups, speech rhythm)
- 2- Dialogue writing Formation of Questions (using WH, How type questions) and answers (agreement / disagreement) Question Tags
- 3- Verbal response to Situations Verbal etiquette / Face to Face and telephonic conversation with clients
- 4- Unravelling the captions in journals Word pictures Error Identification and correction
- 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.

HMC -206 (B)

Environmental Science

TEACHING SCHEME:

Theory : 2 Hrs/week

ASSESSMENT SCHEME :

MARKS DURATION CREDIT

Internal : 100 2

TOTAL 100 2

COURSE OBJECTIVES :

The course is designed to enable the learner:

1 to know about origin of earth and evolution of life, and appearance of human species; 1 to develop concerns for environmental problems; 1 to understand ecological principles.; 1 to harmonize environmental concerns with technological and socio-economic issues; 1 to develop respect for nature and living beings and to help maintain ecological balance; 1 to take active part in protecting and conserving the environment and to assume the responsibilities for change of society

1 - Environment through Ages

1.1 - Environment-Origin, Evolution of Environment and its uses by Humans

2 - Ecological Concept and Issues

2.1 - Principles of Ecology : Composition and various types of Ecosystem

3 - Human Impact of Environment

3.1 - Human Settlements and their impact on Environment

4 - Contemporary Environmental Issues

4.1 - Environmental Pollution and Natural Disasters National and Global Environmental Issues

5 - Environmental Conservation

5.1 - Conservation of Biodiversity and other Natural Resources (Soil, Land, Water, Energy etc.)

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. Odum, E.P., Odum, H.T. & Andrews, J. 1971. Fundamentals of Ecology. Philadelphia: Saunders.
4. Pepper, I.L., Gerba, C.P. & Brusseau, M.L. 2011. Environmental and Pollution Science. Academic Press.

5. 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.
6. Rosencranz, A., Divan, S., & Noble, M. L. 2001. Environmental law and policy in India. Tripathi 1992.