



**K.R. MANGALAM UN|VERS|TY**  
**THE COMPLETE WORLD OF EDUCATION**

**School of Hotel Management  
and Catering Technology**

**Student Handbook  
For  
Hotel Management  
&  
Catering Technology  
2020-21**

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## **1. Introduction**

The K.R. Mangalam Group has made a name for itself in the field of education. Over a period of time, the various educational entities of the group have converged into a fully functional corporate academy. Resources at KRM have been continuously upgraded to optimize opportunities for the students. Our students are groomed in a truly interdisciplinary environment wherein they develop integrative skills through interaction with students from engineering, management, journalism and media study streams.

The K.R. Mangalam story goes back to the chain of schools that offered an alternative option of world-class education, pitching itself against the established elite schools, which had enjoyed a position of monopoly till then. Having blazed a new trail in school education, the focus of the group was aimed at higher education. With the mushrooming of institutions of Higher Education in the National Capital Region, the University considered it very important that students take informed decisions and pursue career objectives in an institution, where the concept of education has evolved as a natural process.

K.R. Mangalam University was founded in the year 2013 by Mangalam Edu Gate, a company incorporated under Section 25 of the Companies Act, 1956.

### **K. R. Mangalam University is unique because of its**

- i. Enduring legacy of providing education to high achievers who demonstrate leadership in diverse fields.
- ii. Protective and nurturing environment for teaching, research, creativity, scholarship, social and economic justice.

### **Objectives**

- i. To impart undergraduate, post-graduate and Doctoral education in identified areas of higher education.
- ii. To undertake research programmes with industrial interface.
- iii. To integrate its growth with the global needs and expectations of the major stake holders through teaching, research, exchange & collaborative programmes with foreign, Indian Universities/Institutions and MNCs.
- iv. To act as a nodal center for transfer of technology to the industry.
- v. To provide job oriented professional education to the student community with particular focus on Haryana.

## **2. About School**

School of Hotel Management and Catering Technology at K. R. Mangalam University is equipped to carry out both teaching and research. The faculty is in constant touch with various experts in the relevant field and is willing to experiment with latest ideas in teaching and research.

School of Hotel Management and Catering Technology imparts students technical knowledge, enhances their practical skill and ability, motivating them to think creatively, helping them to act independently and take decisions accordingly in all their technical pursuits and other endeavors. It strives to empower its students and faculty members to contribute to the development of society and Nation.

## **3. Programmes offered by the School**

Hotel Management and Catering Technology programme is designed to impart theoretical, practical knowledge and hands on experience to enrich student's skills and competence, as required by the industry today.

## 1. Hotel Management and Catering Technology

Realizing the potential of Hotel Management and Catering Technology industry and in lined requirement of trained human resource, the course of Hotel Management and Catering Technology is developed. The studies in Hotel Management and Catering Technology provide a wide array of Hotel Management and and related areas. Students will gain fundamental skills and knowledge in Hotel Management and related domains.

**Eligibility Criteria:** - The student should have passed the 10+2 examination conducted by the Central Board of Secondary Education or equivalent examination from a recognized board with an aggregate of 50%.

**Course Outline:-** Food Production/Food and beverage service /Front office operation/ Housekeeping Operation and related practicals in these areas /Hospitality & Tourism/Hotel accountancy/Facility Planning/Business communication/French/ entrepreneurship/ Hospitality marketing/project work/ field visit/assignment etc.

### Career Options:-

1. Star category hotels
2. Specialty restaurants & banquet
3. Sales job in various hospitality sectors
4. Event Management
5. Airlines cabin crew and ground staff
6. Travel and tourism houses
7. Corporate front desk/ corporate PRO
8. Hospitals catering & Housekeeping management
9. Railway catering
10. Navodaya School as catering officers
11. Army as catering officer (JCO)
12. Catering officers in govt, sectors
13. High class retail
14. Theme and amusement park
15. Entertainment industry
16. Cargo management
17. Education Industry
18. Hospitality Entrepreneurships
19. Banks as customer relation manager
20. Automobile Industry as customer relation manager

### Programme scheme

For four year degree programme scheme, see Annexure A.

## 2. Programme Duration

The minimum period required for the Hotel Management and Catering Technology Programme offered by the University shall extend over a period of four Academic Years, i.e., 8 semesters. The Programme will be considered completed when the candidate has earned minimum courses and credits required by the Programme curriculum.

## 3. Class Timings

The classes will be held from Monday to Friday from 9:10 am to 4:10 pm.

#### **4. Syllabi**

The syllabi of all courses for first year for Hotel Management and Catering Technology offered by SOHMCT is given in the following pages

For each course, the first line contains; Course Code, Title and Credits (C) of the course. This is followed by the course objectives, syllabus, Text Book and Reference Books.

# BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

## FIRST SEMESTER

HMCT101A

FOOD PRODUCTION & PATISSERIE -I

C 03

### **Overview:**

This course will provide the learner an insight of fundamental information of food production. The origin of culinary to modern history of cookery practice, steps involve in preparation before cooking, method of mixing food, texture, faults and remedies. One would be able to understand essentials of different types of food preparation.

They would be also be exposed to various cooking methods, time and temperature. The learner would be able to understand the kitchen organization and kitchen management skills. Hygiene, sanitation and safety are the key concern of the food handlers, which would be taken into practice.

Use kitchen equipment and utensils while preparation of food. Various food commodities names and usage would be demonstrated.

Basic food preparations of soup sauce, stock, appetizers and popular baking product preparation would also be incorporated while study.

### **Objective and Expected Outcome:**

Students are exposed to the basics of food production to be able to understand the food production in greater extent. Students are generally encounter difficulties in identifying problems in various culinary terms, name of equipment's, utensils, spices and their usage, understand the food production hierarchy system and kitchen management .

This course enable you to learn lot of skills and competence for preparing various types of cuisine in professional atmosphere and provide you knowledge and understanding of entrepreneurial skills and make you competent to work in stars category hotels and other food outlets.

# **BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY FIRST SEMESTER**

## **UNIT-I**

### **FOOD PRODUCTION & PATISSERIE -I**

**L-3 T/P- 0**

**Credits-3**

#### **UNIT - I**

##### **INTRODUCTION TO PROFESSIONAL COOKERY**

Culinary History and Origin of modern cookery practices. Aims and objectives of cooking Mis-en-Place and methods of mixing ( Beating, Blending, Rubbing, Creaming, Folding, Stirring, Rolling) Texture-faults and remedies.

Essentials of Continental food preparation Essentials of Indian food preparations Hygiene & safe practices in handling food.

#### **UNIT –II**

##### **METHODS OF COOKING**

Various Methods of cooking ( Moist, Dry, Frying, microwave cooking) Microwave cooking advantage & Disadvantage Time and temperature, Effect of cooking on food items & nutrients, Care & Precautions to be taken,

#### **UNIT-III**

##### **KITCHEN ORGANIZATION & MANAGEMENT**

Kitchen Management: Kitchen Management Skills, Personal Hygiene, Safety procedures to be followed in Kitchen. Kitchen organization- brigade-Liaison of kitchen with other departments.

Duties of kitchen staff/functions of various sections of kitchen, Introduction to larder. Functions and importance, Kitchen equipment and tools/cleaning and maintenance. Handling Modern Kitchen Equipments.

Safety precautions.

#### **UNIT-IV**

##### **KITCHEN COMMODITIES**

Raw materials-introduction, Classification and uses according to their functions. Purchasing Specification for Food & Beverage, Principle of Food storage.

Extensive study of Kitchen ingredients and various characters of Vegetables, Fruits, Egg, Rice, Pulses, Cereal, ,salt, sweetening agent, fats & oils, raising & leavening agents, Milk, composition of milk and storage, types of milk,cream.

## **UNIT-V**

### **STOCKS, SOUP & SAUCES**

Stocks, soup & sauces, glazes, roux -classification and types. Soup garnishes and accompaniments.

Thickening agents, binding agents and clarifying agents. Sauces-classification of mother sauces with derivatives. Proprietary sauces and compound butters. Accompaniment and garnishes.

## **UNIT-VI**

### **HORS D'OEUVRE & SALADS**

Hors d'oeuvre, salads & dressings, Cooked/ cured/ prepared foods Recipe contents

Hors d'oeuvre& Salads etc

## **UNIT-VII BAKERY**

Bakery Ingredients and their role, Yeast, Shortenings ( Fats& Oils) sugar & salt, Raising Agents and role of Sugar and Egg.Bakery flour-types, uses and storage, Different Methods of Bread Making. Methods of cake making-different methods, faults and their remedies.

**Note:** Culinary terms (common).

Students should be familiar with the Glossary of Terms pertaining to above mentioned topics

## **REFERENCE BOOKS FOR ALL SEMESTER**

- 1 Food production & culinary art by Maheshwari P Verma,Publisher:Shroff& Shroff
- 2 Theory of Cookery By K Arora, Publisher: FrankBrothers
- 3 Bakery & Confectionery By S. C Dubey, Publisher: Society of IndianBakers
- 4 The Professional Chef ( 4th Edition) By Le RoIA.Polsom
- 5 Modern Cookery (Vol-I) By Philip E. Thangam, Publisher: OrientLongman
- 6 Practical Cookery By Kinton&Cessarani
- 7 Theory of Catering By Kinton&Cessarani
- 8 Practical Professional Cookery By Kauffman &Cracknell
- 9 Larder Chef By M J Leto& W K H Bode Publisher: Butterworth-Heinemann
- 10 Purchasing Selection and Procurement for the Hospitality Industry By Andrew Hale  
Feinstein and John M.Stefanelli
- 11 Professional Cooking By Wayne Gisslen, Publisher Le CordonBleu
- 12 Cooking Essentials for the New ProfessionalChef
- 13 The Professional Pastry Chef, Fourth Edition By Bo Friberg Publisher: Wiley & SonsINC

# BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

## FIRST SEMESTER

**HMCT103A**

**FOOD & BEVERAGE SERVICE -I**

**Credits-2**

**Overview:** This course will provide the learner an insight of role of catering establishment in the travel and tourism industry, classification and types of various food and beverage operations. One would be able to understand essentials of different types of food beverage service and layout according to the requirement of Hotel Industry.

They would be also exposed to departmental organization system. Familiarization of various service equipment, cutlery, crockery and glassware etc. Care and maintenance is the major concern, which would be taken into practice.

Menu and menu planning ,designing and courses of menu along with french classical accompaniments, garnishes and cover of each course will be incorporated while study.

**Objective and Expected Outcome:** Students are exposed to the basics of food & beverage service to be able to understand in greater extent. Students are generally encounter difficulties in identifying problems in various service related terms, name of equipment's, utensils, cutlery and crockery and their usage, understand the F&B hierarchy system and F& B outlet management .

This course enable you to learn lot of skills and competence for provide professional service of various types of cuisine in professional atmosphere. It also enables you to understand about entrepreneurial skills and make you competent to work in stars category hotels and other food and beverage outlets.

# BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

## FIRST SEMESTER

### FOOD & BEVERAGE SERVICE -I

L-2 T/P-0

Credits-2

#### UNIT - I

##### **Introduction & Growth of Hotel Industry in India. –**

Role of catering establishment in the travel and tourism industry, Types of F & B Operations. (Classification), Types of Catering Establishments - Commercial (Non Residential/Residential), Welfare (Industrial/ Institutional), Transport (Air. Road, Rail, Sea)

#### UNIT - II

**Departmental Organisation & Staffing –** Organisation of F& B Department of a Hotel, Duties and Responsibilities of F & B Staff, Attributes of F & B staff with the steps involved in order of service, Intra & Inter departmental relation with F & B Service

#### UNIT - III

##### **Layout of Food Service Area –**

Important points to be considered while planning a layout, Layout of coffee shop, fast food restaurant, specialty restaurant. Banquets operations, Room Service.

#### UNIT - IV

**Introduction of Restaurant Equipment. –** Classification of equipment (familiarisation), Criteria for selection and requirement.

Quantity and Types of - Crockery, Tableware, Glassware, Linen, Furniture. Care & Maintenance of these equipments, Sideboard - its uses, Vending Machines- Importance, Advantage and Disadvantage

#### UNIT - V

##### **Menu & Menu Planning –**

Origin of menu & menu planning objectives, Types of menu, menu planning - consideration & constraints, Menu designing.

Courses of menu - French: classical and modified, Indian courses; Planning menus, Accompaniments, Garnishing & Cover for each course

##### **Note: GLOSSARY OF TERMS**

Students should be familiar with the Glossary of Terms pertaining to above mentioned topics

## REFERENCES

1. Food & Beverage Service - Dennis R.Lillicrap. & John .A. Cousins.Publisher: ELBS
2. Front Office Training manual – Sudhir Andrews. Publisher: Tata MacGraw Hill
3. Food & Beverage Service Management- Brian Varghese
4. Modern Restaurant Service – John Fuller, Hutchinson
5. The Restaurant ( From Concept to Operation)
6. Introduction F& B Service- Brown, Heppner & Deegan
7. Menu Planning- Jaksakivela, Hospitality Press
8. The Waiter Handbook By Graham Brown, Publisher: Global Books & Subscription Services New Delhi

# BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

## FIRST SEMESTER

HMCT105A

FRONT OFFICE OPERATIONS-I

Credits-2

### **Overview:**

This course will provide the learner an insight of fundamental information about the importance of front office in a hotel, the front office layout and information about various sections about front office. How hotels are classified, organization structure of front office, basic information about front desk personnel, importance of communication and how to deal with guest at the front desk counter.

Front office system, operations and handling of front office equipment's

### **Objective and Expected Outcome:**

Students are exposed to the basics of Front office area of the Hotel; they will learn how to communicate with the guest at Hotel. Handling of various equipment and usage of the same.

After completing the course in professional atmosphere it will provide you knowledge and understanding of entrepreneurial skills and make you competent to work in stars category hotels independently and provide the confidence to work individually.

# **BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY FIRST**

## **SEMESTER FRONT OFFICE OPERATIONS-I**

**Part-II**

**L-2 T/P-0**

**Credits-2**

### **UNIT-I**

#### **INTRODUCTION TO FRONT OFFICE**

Importance of Front office in hotel, Layout of the front office Different section of the Front Office and their importance - Reservation, Reception, Concierge, Bell desk, Lobby, Telephones, Cashier.

### **UNIT-II**

#### **CLASSIFICATION OF HOTELS**

Star classification;

Classification based on size, clientele, Location, Ownership, Independent, Management Contract, Chains & Franchise/ Affiliated, Time Share.

### **UNIT-III**

#### **ORGANISATIONAL SET UP OF FRONT OFFICE DEPARTMENT**

Hierarchy chart: Small, Medium and Large Hotels Job Description, Job Specification & Duties and Responsibilities of different front office personnel including uniformed staff; Attributes of front office employee

### **UNIT- IV**

#### **BASIC INFORMATION FOR FRONT DESK AGENTS**

Different types of rooms; Numbering of rooms and food plan; Basis of charging a guest: Tariff, Rates, Discounts and Policy.

Facilities available in Hotels: Brochure & Tariff Card.

### **UNIT-V**

#### **IMPORTANCE OF COMMUNICATION**

Communicating with various sections: verbal, written & verbal, Interdepartmental Coordination with other departments: Housekeeping, Engineering and Maintenance, Revenue Centers, Marketing and Public Relations

Communications: Log Book, Information Directory, Mail and Package Handling, Telephone Services

## **UNIT- VI**

### **FRONT OFFICE OPERATION**

The Front Desk: Functional Organization, Design Alternatives The Guest cycle - Pre-Arrival, Arrival, Occupancy, Departure

Front Office Systems: Non-Automated, Semi-Automated, and Fully Automated

## **UNIT-VII**

### **FRONT OFFICE EQUIPMENTS**

Room Rack, Mail, Message, and Key Rack, Reservation Racks, Information Rack, Folio Trays, Account Posting Machine, Voucher Rack, Cash Register Support Devices, Telecommunications Equipments.

### **Note: GLOSSARY OF TERMS**

Students should be familiar with the Glossary of Terms pertaining to above mentioned topics

### **REFERENCE BOOKS FOR ALL SEMESTER**

1. Front Office Training manual – Sudhir Andrews. Publisher: Tata Mac GrawHill
2. Managing Front Office Operations – Kasavana & Brooks Educational Institution AHMA
3. Front Office – operations and management – Ahmed Ismail (ThomsonDelmar).
4. Managing Computers in Hospitality Industry – Michael Kasavana & Cahell.
5. Front Office Operations – Colin Dix & Chris Baird.
6. Front office Operation Management- S.K Bhatnagar, Publisher: Frank Brothers
7. Managing Front Office Operations By Kasavana & Brooks
8. Principles of Hotel Front Office Operations, Sue Baker & Jermy Huyton, Continuum Check in Check out- Jerome Vallen

# BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

## FIRST SEMESTER

HMCT107A

HOUSEKEEPING OPERATIONS-

Credits-2

**Overview:** This course will provide the learner an insight of role of housekeeping and scope in lodging industry, housekeeping as an entrepreneur career for different sectors of hospitality.

One would be able to understand about organization structure of housekeeping department, coordination & control with other departments in the hotel.

One would be also get familiar with how to organize cleaning at different situation and also learn special cleaning programme. One should be also able to understand various kind of cleaning agents and its applications.

**Objective and Expected Outcome:** Students are exposed to the basics of area of the Hotel; they will learn how to clean and maintain the guest and public area at Hotel. Handling of various equipment related to the housekeeping application and usage of the same.

After completing the course in professional atmosphere it will provide you knowledge and understanding of entrepreneurial skills and make you competent to work in stars category hotels independently and provide the confidence to work individually.

# **BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY**

## **FIRST SEMESTER**

### **HOUSEKEEPING OPERATIONS-I**

**L-2 T/P-0**

**Credits-2**

#### **UNIT – I**

##### **INTRODUCTION & SCOPE**

Housekeeping - The Scope in Lodging Industry - Overview. Housekeeping as a business.

Housekeeping for different institutions - Airlines, Hospitals, Hostels, Corporate, and Industrial etc.

#### **UNIT – II**

##### **ORGANIZATION STRUCTURE**

Hierarchy, Organization Structure, Duties and responsibilities of the housekeeping personnel.

#### **UNIT – III**

##### **COORDINATION & CONTROL**

Housekeeping control desk, Coordination within department and with other departments, Files and registers maintained at control desk.

Coordination & control (inter & intra). Guest priorities and handling guest requests.

#### **UNIT – IV**

##### **ORGANISING CLEANING**

Awareness of Room Types, Amenities & Facilities for Standard & VIP Guest Rooms Cleaning routines of guest rooms –Prepare to clean, clean the guestroom including bed making, replenishment of supplies & Linen, Inspection, Deep Cleaning, Second Service, Turn down service.

Public area – Lobby, Lounge, Corridors, Pool Area, Elevators, Health club, F&B outlet, Office area. VIP handling

#### **UNIT – V**

##### **SPECIAL CLEANING PROGRAMME**

Daily, weekly, Fortnightly and Monthly cleaning, Routine Cleaning, spring cleaning and deep cleaning procedure.

## **UNIT VI**

### **CLEANING AGENTS**

Basic cleaning agent, Classification, their uses, care, storage, Distribution and control measures

### **Note: GLOSSARY OF TERMS**

Students should be familiar with the Glossary of Terms pertaining to above mentioned topics

### **REFERENCES**

Hotel Hostel and Hospital Housekeeping – Joan C Branson & Margaret Lennox (ELBS).

Managing Housekeeping Operations – Margaret Kappa & Aleta Nitschke Hotel House Keeping – Sudhir Andrews Publisher: Tata McGrawHill.

The Professional Housekeeper – Tucker Schneider, Publisher: VNR.

Professional Management of Housekeeping Operations- Martin Jones, Publisher: Wiley & sons

# BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY FIRST

## SEMESTER

**HMCT109A**

**INTRODUCTION TO HOTEL ACCOUNTANCY**

**Credits-2**

**Overview:** In the light of the new & challenging role of 'Hospitality Professional' in the dynamic hospitality sector as part of the service sector! This course truly supplements the strategic role of numbers/business events in the life of the potential food & beverage manager, Chef, Front Office Manager & House-Keep executive & the like dynamic positions.

This course makes you understand the key accounting concepts in a very innovative & excitedly mode under the expert professionals. It illustrates the art of financial flow from a simple economic event to its ultimate destination & helps to record & appreciate the importance of financial records for compliance & business/economic intelligence in the hospitality sector.

Further, this course truly destroy the fear of numbers & instead put in the excitement of this unique art to understand the harmony of accounting process/cycle in the minds of young hospitality learners with practical & hands-on learning.

Moreover, it incorporates the special modules on departmental accounting & hotel accounting to give them an edge in the hospitality industry.

### **Objectives and Expected Outcomes:**

On completion of this course, potential and current hospitality executives should be able to:

- Appreciate key accounting terms and accounting cycle.
- Identify and describe the elements in 'Performance statement and 'Position statement' and understand the art of making financial statements.
- Appreciate the detailed balance sheet of the limited company as per the new companies act, 2013
- Understand revenue mix and departmental accounting.
- Appreciate uniform system of accounting in hotels.

# **BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY FIRST**

## **SEMESTER INTRODUCTION TO HOTEL ACCOUNTANCY**

**Part-V**

**L-2 T/P-0**

**Credits-2**

### **UNIT - I**

#### **ACCOUNTING CYCLE & FINANCIAL STATEMENTS**

Concepts and conversation, Summary of accounting cycle, Journal (recording), Ledger (Posting), Trial Balance, Preparing Final. Accounts, (Trading a/c., P&L a/c., Balance sheet)

### **UNIT - II**

#### **DETAILED STUDY OF STATEMENT OF INCOME AND BALANCE SHEET**

Income Statement, Purpose of Statement of Income, Balance Sheet, Need for a Balancesheet, Linkage of P&L a/c, and Balancesheet.

### **UNIT -III**

#### **PREPARATION OF FINAL ACCOUNT**

Preparation of Final Statement, Working out a problem

### **UNIT - IV**

#### **BALANCE SHEET AND THEIR COMPONENTS**

Contents of balance sheet, Form and classification of item, Asset side, Fixed Assets, Investments, Current Assets, Miscellaneous Expenditure, (Deferred Review, amortization), Liabilities, Capital, Reserves & Surplus (Retained earnings), Long Term Liabilities, (Secured & Unsecured loan), Current Liabilities, Provision, Format of a Balance Sheet & Presentation, In order of Liquidity, Proprietorship, Partnership.

In order of permanence, Joint Stock Companies, Sides of Assets & Liabilities, American Mode, (Left side Assets, right side liabilities), British Model (Left side Liabilities, right side Assets).

### **UNIT - V REVENUE MIX**

Sales Mix meaning,

Effect on change of individual items in volume

### **UNIT - VI**

#### **DEPARTMENTAL ACCOUNTING**

Definition & Objectives, Changes required in Book-keeping records, Main methods of preparing Dept. accounting, Gross Profit method, Departmental profit method, Net profit method, Working out an example

## **UNIT - VII**

### **UNIFORM SYSTEM OF ACCOUNTING**

Concept, Conditions for Uniform system, Necessities, Advantages & Disadvantages, Various kinds of schedules, Room Schedule, F & B Schedule, Telephone Schedule, Income Statement Presentation,

### **REFERENCES**

Hotel Accounting & Financial By OziA.D'Cunha&Gleson O. D'Cunha Publisher: Dicky,sEnterprize,Mumbai

Introduction to Accounts - T.S.Grewal

Hospitality Accounting- Publisher: Prentia Hall Upper Sadde, River NewJersey

Accounting for Management, S K Bhattacharya, Publisher: Vikas PublishingHouse

Hospitality Financial Accounting By Jerry J Weygandt, Publisher Wiley &sons

# **BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY**

## **FIRST SEMESTER**

**HMCT111A            INTRODUCTION TO HOSPITALITY MANAGEMENT & TOURISM**

**Credits-2**

**Overview:** This course will provide the learner an insight of hotel and tourism industry, now a days Hospitality and tourism sector is booming sector and having many employments with today's generation's requirement. This course enables you to understand various key areas of the hospitality and tourism to understand and to take up the job accordingly.

**Objective and Expected Outcome:**

Objective of this course is to enable students to understand the complete area of hospitality and tourism so that while job they would be able to demonstrate skill and competence as required by the hospitality and Tourism industry and one can excel in their field efficiently and effectively.

# **BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY FIRST**

## **SEMESTER INTRODUCTION TO HOSPITALITY MANAGEMENT & TOURISM**

**L-2 T/P- 0**

**Credits-2**

### **UNIT – I**

#### **INTRODUCTION TO TOURISM, HOTEL & CATERING INDUSTRY.**

What is Tourism, Definition and meaning or concept of tourism and tourist Nature of Travel & Tourism Industry, Importance or significance of tourism Multiplier Effect. Evolution of Hotel Industry in India & Abroad, Growth and development of Hotels in India. Inter relationship between Travel, Tourism and Hospitality, Basic knowledge of city and knowledge of historical places of Delhi., Hotel chains, Managers role in Hotel industry, Knowledge of various departments.

#### **UNIT-II**

##### **THE HOSPITALITY INDUSTRY:**

Hotel Definition,

Classifying Hotels by Size and Target Markets: Commercial Hotels, Airport Hotels ,Suite Hotels, Extended Stay Hotels, Residential Hotels ,Resort Hotels ,Bed and Breakfast Hotels ,Time-Share and Condominium Hotels ,Casino Hotels ,Conference Centers, Convention Hotels, Time Share Alternative Lodging Properties

Levels of Service :The Intangibility of Service ,Quality Assurance, Rating Services World-Class Service ,Mid-range Service ,and Economy/Limited Service Ownership and Affiliation:

Independent Hotels ,Chain Hotels

Reasons for Traveling :Business Travel ,Pleasure Travel ,and Group Travel Buying Influences: Multicultural Awareness

#### **UNIT-III**

##### **HOTEL ORGANIZATION**

Hotel Organization :Organizational Missions ,Goals ,Strategies and Tactics

Hotel Organization :Organization Charts ,Classifying Functional Areas , Rooms Division, Food and Beverage Division ,Sales and Marketing Division ,Accounting Division,

Engineering and Maintenance Division ,Security Division ,Human Resources Division, Other Divisions

## **UNIT - IV**

### **RESTAURANT BUSINESS:**

Organisation, Chain – Independent / Franchise

## **UNIT – V**

### **FOOD SERVICE DEMAND:**

The changing Age Composition of our population, Other Demographic Factors, Supply Labour, Work force Diversity, Competitions with other Industries.

## **UNIT – VI**

### **THE HOTEL BUSINESS:**

The Economics of the Hotel Business, Dimensions of the Hotel investment Decision, Brand Competition, Changes in Franchise Relationship

## **UNIT –VII**

### **THE PRINCIPLES OF HOSPITALITY MANAGEMENT:**

Planning in Organizations, Departmentalization, Selection and Employment, Characteristic of Control System, Element of leading and Directing, The Environment.

## **UNIT-VIII**

### **VACATION OWNERSHIP ( TIME SHARE)**

Vacation ownership Industry, Classification of vacation ownership ( Time Share) resorts

## **UNIT IX**

### **THE TOURISM ORGANIZATIONS**

Objective, role & function of Government organizations: DOT,ITDC,ASI, Domestic Organizations: TAAI, FHRAI,IATO

International Organizations: WTO,IATA,PATA

### **REFERENCES:**

Hotel Front Office Management- James Bardi, Publisher: Van NostrandReinholdn

NewYork Managing Hospitality – Robert H.Woods

Introduction to Management in the Hospitality industry – TomPower

## BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY FIRST SEMESTER

**HMCT113A**  
**3**

**Business Communication-I**

**Credits-**

**Overview-** Effective Communication helps to build a good relationship between the employer and the staff, which can help increase productivity and the company's bottom line. Poor communication in business can result in a number of unforeseen problems, including disgruntled customers, delayed projects, and diminishing productivity and more. Effective communication can help to foster a good working relationship between employer and employee, which can in turn improve morale and efficiency. Many professionals fail to make an impact on the global market as they lack the required communicative competence. The course with its practice-based learning tasks will facilitate the learners to enhance their communication skills in a modern and globalized context. It will enhance the linguistic and communicative competence of the learners and hone their interpersonal skills. This course will augment comprehension skills, enhance vocabulary, acquire impressive writing skills, correspond with others effectively, understand the non-verbal cues and enhance skills in spoken English through a variety of teaching techniques.

### **Objective and Expected Outcome**

The course will help the students to build confidence and speak confidently. It will help them to focus on communication activities in functional and situational contexts as well as enhance the four language skills of reading, writing, listening and speaking through real-life and professional situations. The course will make the students capable of Perform all managerial functions and to achieve predetermined goals Exchange of information Formulation and execution of plans Increasing efficiency of the business and its employee Create consciousness Coordination and cooperation Facilitating joint effort Creating relationship, solving problem and decision making.

# **BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY FIRST**

## **SEMESTER BUSINESS COMMUNICATION-I**

**L-3 T/P-0**

**3**

**Credits-**

### **UNIT-I**

#### **COMMUNICATION –TYPES & PROCESS**

Introduction, definitions, Process of communication, Types of communication, upward, downward, horizontal, vertical and diagonal, verbal, nonverbal and oral and written. Interpersonal communication - one way/ two way, Mediums of communication.

### **UNIT-II**

#### **WRITTEN COMMUNICATION**

Business report, business representation, formal letter. Drafting effective letter, formats, style of writing, Use of jargons.

### **UNIT-III INTERVIEWS**

**Interviews** - Types and uses.

Techniques of handling interviews of different types. Group discussion, stress interview.

Aptitude tests.

Traits of a good interviewee, Resume and Job applications.

### **UNIT-IV**

#### **PRONOUNCIATION & BODY LANGUAGE**

Pronunciation, stress, invocation, rhythm. Greetings, First name, handshakes, some polite expressions, apologies, remarks, etiquette and manners.

### **UNIT-V SPEECHES**

Drafting, a speech, presentation, Personal grooming, Paragraphs and creative writing, Extempore speaking.

### **UNIT – VI**

#### **GROUP PRESENTATION**

Realizing the difference between a team and a group. Audience orientation, group projects.

Planning a presentation - Mind Mapping, Theme, Subject, Handling question and feedback.

### **UNIT - VII COMMUNICATIONS**

Importance-Message Component, Communication and Information, Conflict and its Resolution, Communication and Empathy, Aids and Barriers to Communication, Listening.

**References :**

1. Bhaskar, W.W.S., AND Prabhu, NS., “ English Through Reading”, Publisher: MacMillan,1978
2. Business Correspondence and Report Writing” -Sharma, R.C. and Mohan K. Publisher: Tata Mc Graw Hill1994
3. Communications in Tourism & Hospitality- Lynn Van Der Wagen, Publisher: HospitalityPress
4. Business Communication-K.K.Sinha
5. Essentials of Business Communication By Marey Ellen Guffey, Publisher: ThompsonPress
6. How to win Friends and Influence People By Dale Carnegie, Publisher: Pocket Books
7. Basic Business Communication By Lesikar&Flatley, Publisher Tata Mc Graw Hills
8. Body Language By Allan Pease, Publisher SheldonPress

# BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

## FIRST SEMESTER

HMCT115A  
3

HOTEL FRENCH-I

Credits-

**OVERVIEW:** With the world turning into a global village and different foreign firms entering the Indian markets, there are a large number of job opportunities that are being created to tackle the demand from firms of diverse spheres. This course aims to build knowledge in linguistic skills in French and develop the intercultural competence of the learners.

The syllabus aims to impart an additional soft skill that is very closely related to the core curriculum of Hotel operations, viz. to help communicate in French, through the acquisition of basic knowledge of listening, speaking, reading and writing skills. It also aims to sensitize students to the different communicative approaches, based on cultural differences, which come into play during interpersonal interactions at a global level in the Hotel Industry.

Students are guided to develop their literacy skills through the communicative acts of reading, writing and creating discourse around texts of all types.

We guide our students to develop a competency level in comprehending and producing the target language, spoken and written, as well as socio-cultural competency in communicating with people who speak the target language. The main focus of classes is on communication.

French language programs are intended to contribute to the development of the knowledge, skills and attitudes further enabling students to:

- Communicate effectively in French using the listening, speaking, viewing, reading and writing modes (communication).
- Demonstrate a better understanding of their own and others.
- Demonstrate preparedness for further learning, particularly where French is the language of instruction (personal development).
- Work and learn purposefully, both independently and in groups (personal development)
- Solve problems individually and collaboratively (problem solving)
- Express their ideas and feelings using various art forms (expression)

### **OBJECTIVE AND EXPECTED OUTCOMES:**

The objective is to provide an integrated knowledge of the subject which means that the various aspects that make up the language-learning experience are not separated or isolated but will be treated as complementary to one another. In one single activity, students will learn some facts, procedures, practice certain grammatical structures and communicative strategies.

Students are expected to learn:

- Communication skills like presenting, producing written and explaining data.
- Comprehension of text
- Translation of sentences
- Essay on different topics - general as well as specific
- Functional and advanced grammar
- Expression of opinion
- Discussion on general and common interests

This course gradually builds French knowledge and skills in writing, reading, speaking French and to develop the intercultural competence of the learners. This study allows the students to interact in French and acquire familiarity with the culture.

# BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

## FIRST SEMESTER

### HOTEL FRENCH-I

L-3 T/P-0

Credit-3

#### **MODULE I**

1. Introduction to Language
2. Basic Vocabulary
3. General questions
4. French greetings
5. French Numbers, days of the week, months of the year, names of vegetables and fruits
6. Role-play
7. Exercises for oral comprehension

#### **MODULE II**

1. Basic Grammar
  - vi. Les articles (definis, indefinis, contractés, partitifs)
  - vii. Nouns and Pronouns
  - viii. Adjectives (qualificatifs, possessifs, démonstratifs, interrogatifs)
  - ix. Prepositions
  - x. Colors
  - xi. Opposites
2. Grammar exercises
3. Vocabulary activities
4. To present oneself/anyone/anything/any event

#### **MODULE III**

1. Verbs (all groups) in Present tense
2. Negative sentence formation
3. Descriptive and creative writing exercises with related grammar and vocabulary
4. Grammar and Comprehension exercises
5. Activities based on vocabulary and grammar
6. Reading exercises
7. Translation exercises (French to English and English to French)

#### **MODULE IV**

1. Exercises on all verbs
2. Revision of all grammar rules with exercises
3. Creative writing exercises
4. Vocabulary activities
5. Picture composition
6. Dialogue writing

#### **REFERENCE BOOKS:**

1. À Votre Service 1 Français pour l'hôtellerie et le tourisme (Text book with CD)
2. Grammaire Française par Etapes A1

## **EVALUATION PATTERN WITH ACTIVITIES:**

### **1. Conduct of experiments/lab work/field work/class activities, etc.: 30 marks**

This will include activities like:

- Oral communication
- Worksheets
- Quiz
- Spell bee
- Just a minute
- Dialogue
- Role play
- Picture description.

### **2. Lab work/field work/projects/presentations/assignments, etc.: 30 marks**

This will include:

- Viva Voce(individual evaluation)
- Project/PPT(in groups of 3 to 5 students) Topics based on related themes/content

### **3. Attendance/class performance: 10 marks**

### **4. End-term written examination: 30 marks**

## BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

### FIRST SEMESTER

**HMCT151A**

**FOOD PRODUCTION (LAB) -I**

**Credits -2**

**Overview:** This course will provide the learner an insight of fundamental information of food production lab. The origin of culinary to modern history of cookery practice, steps involve in preparation before cooking, method of mixing food, texture, faults and remedies. One would be able to understand essentials of different types of food preparation.

They would be also be exposed to various cooking methods, time and temperature practically. The learner would be able to understand the kitchen organization and kitchen management skills. Hygiene, sanitation and safety are the key concern of the food handlers, which would be taken into practice while performing in the lab.

Use kitchen equipment and utensils while preparation of food. Various food commodities names and usage would be demonstrated.

Basic food preparations of soup sauce, stock, appetizers and popular baking product preparation would also be demonstrated while practical classes. Based on theory various menus to be compiled and practiced in the lab.

Objective and Expected Outcome:

Students are exposed to the basics of food production to be able to understand the food production in greater extent. Students are generally encounter difficulties in identifying problems in various culinary terms, name of equipment's, utensils, spices and their usage, understand the food production hierarchy system and kitchen management .

This course enable you to learn lot of skills and competence for preparing various types of cuisine in professional atmosphere and provide you knowledge and understanding of entrepreneurial skills and make you competent to work in stars category hotels and other food outlets.

## BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY FIRST

### SEMESTER FOOD PRODUCTION-I

**L-0 T/P-4**

**Credits-2**

It is recommended that demonstrations be conducted in the initial stages to make the students familiar with the following:

1. Use of Tools
2. Introduction to various commodities ( Physical characteristics, weight 7volume, conversion, yield testing,etc)
3. Mis-en place & Methods of cooking
4. BasicStocks
5. Demonstration & Preparation of Basic Mother Sauces and derivatives ofeach
6. Preparation of basicSoups
7. Cuts of vegetables , cuts of poultry,
8. Identification & classification of fish, cuts offish
9. Selection & uses of Vegetables, eggs, chicken, fish & meat
10. Menu planning :Continental menu & accompanying dishes and sauces

# BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

## FIRST SEMESTER

HMCT153A

PÂTISSERIE-I (LAB)

Credit-01

**Overview:** This course will provide the learner an insight of fundamental information of food production lab. The origin of culinary to modern history of cookery practice, steps involve in preparation before cooking, method of mixing food, texture, faults and remedies. One would be able to understand essentials of different types of food preparation.

They would be also be exposed to various cooking methods, time and temperature practically. The learner would be able to understand the kitchen organization and kitchen management skills. Hygiene, sanitation and safety are the key concern of the food handlers, which would be taken into practice while performing in patisserie lab.

Use kitchen equipment and utensils while preparation of food. Various food commodities names and usage would be demonstrated.

Basic popular baking product preparation would also be demonstrated while practical classes. Based on theory various menus to be compiled and practiced in patisserie lab.

### **Objective and Expected Outcome:**

Students are exposed to the basics of food production to be able to understand the food production in greater extent. Students are generally encounter difficulties in identifying problems in various culinary terms, name of equipment's, utensils, spices and their usage, understand the food production hierarchy system and kitchen management .

This course enable you to learn lot of skills and competence for preparing various types of cuisine in professional atmosphere and provide you knowledge and understanding of entrepreneurial skills and make you competent to work in stars category hotels and other food outlets.

# **BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY**

## **FIRST SEMESTER**

### **PÂTISSERIE-I**

**L-0 T/P-2,**

**Credits-1**

1. Bakery & Confectionery section, Ingredients and equipment identification
2. Different Methods of Bread Making
3. Yeast raised bread: white, brown, French bread & Loaf, Bread Rolls, Bread sticks
4. Basic Cake Demonstration & Preparation: Sponge, Genoise, Fatless, Swiss roll
5. Biscuit/cookies ; melting moment, almonds, chocolate chip etc
6. Short crust: jam tart, lemon tart

# BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

## FIRST SEMESTER

HMCT155A

FOOD & BEVERAGE SERVICE(LAB) -I

Credits-2

**Overview:** This course will provide the learner an insight of role of catering establishment in the travel and tourism industry, classification and types of various food and beverage operations. One would be able to understand essentials of different types of food beverage service and layout according to the requirement of Hotel Industry.

They would be also exposed to departmental organization system. Familiarization of various service equipment, cutlery, crockery and glassware etc. Care and maintenance is the major concern, which would be taken into practice during the practical session in the lab.

Menu and menu planning ,designing and courses of menu along with french classical accompaniments, garnishes and cover of each course will be incorporated while service practice in the lab

### **Objective and Expected Outcome:**

Students are exposed to the basics of food & beverage service to be able to understand in greater extent. Students are generally encounter difficulties in identifying problems in various service related terms, name of equipment's, utensils, cutlery and crockery and their usage, understand the F&B hierarchy system and F& B outlet management .

This course enable you to learn lot of skills and competence for provide professional service of various types of cuisine in professional atmosphere. It also enables you to understand about entrepreneurial skills and make you competent to work in stars category hotels and other food and beverage outlets. While working in the lab you would be exposed to different types of service and care and cleaning of equipment service gears, cleaning of cutlery crockery and glassware. You would be also demonstrated the complete "Mise-en-Place" and "Mise-en-Scene" of the training restaurant and bar.

# BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY FIRST

## SEMESTER FOOD & BEVERAGE SERVICE (LAB) -I

**L-0 T/P-4**

**Credits-2**

1. Practice on Restaurant Etiquettes
2. Basic technical skills, interpersonal skills, taking booking, preparation of service, the order of service.
3. Identification of Restaurant Equipments.
4. Mise-en-place, Mise-en-Scene.
5. Table laying - simple covers Ala' Carte & Table d'hote'.
6. Napkin Folding, spreading & changing tablecloth.
7. Laying table for Lunch/Dinner.
8. Arranging of Side Board/ Dummy Waiter.
9. Carrying a Salver or Tray, Carrying plates, Glasses and other Equipments
10. Rules for laying table - Laying covers as per menus
11. Order taking – writing a food KOT, writing a BOT
12. Handling service gear, Clearing an ashtray, Crumbing, Clearance and presentation of bill Silver service
13. American service
14. Practical situation handling e.g. spillage etc
15. Situation handling
16. Restaurant reservations system
17. Hostess desk functions

# BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

## FIRST SEMESTER

**HMCT157A FRONT OFFICE OPERATIONS (LAB)-I**

**CREDITS-1**

**Overview:** This course will provide the learner an insight of fundamental information about the importance of front office in a hotel, the front office layout and information about various sections about front office. How hotels are classified, organization structure of front office, basic information about front desk personnel, and importance of communication and how to deal with guest at the front desk counter would be demonstrated in practical lab.

Front office system, operations and handling of front office equipment's would be also demonstrated during lab classes.

### **Objective and Expected Outcome:**

Students are exposed to the basics of Front office area of the Hotel; they will learn how to communicate with the guest at Hotel. Handling of various equipment and usage of the same.

After completing the course in professional atmosphere it will provide you knowledge and understanding of entrepreneurial skills and make you competent to work in stars category hotels independently and provide the confidence to work individually.

# **BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY**

## **FIRST SEMESTER**

### **FRONT OFFICE OPERATIONS (LAB) -I**

**L-0 T/P-2**

**Credits-1**

1. Use of F.O. Equipments&Stationary.
2. Basic Manners and Attributes for Front OfficeOperations.
3. Communication Skills – verbal and nonverbal.
4. Practice on cases related to Front office & other departmentalcommunications
5. Communication Systems - Different types of calls, ScreeningPractice.
6. Telephone Equipments - Telex, Fax, E-mail Operations, Central Reservation Network System
7. Study of Countries – Capitals & Currency, Airlines & Flagcharts,

# BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

## FIRST SEMESTER

**HMCT159A**

**HOUSEKEEPING OPERATIONS (LAB) -I**

**CREDITS-1**

**Overview:** This course will provide the learner an insight of role of housekeeping and scope in lodging industry, housekeeping as an entrepreneur career for different sectors of hospitality.

One would be able to understand about organization structure of housekeeping department, coordination & control with other departments in the hotel.

One would be also get familiar with how to organize cleaning at different situation and also learn special cleaning programme. One should be also able to understand various kind of cleaning agents and its applications during the practical session in lab as per the syllabus.

### **Objective and Expected Outcome:**

Students are exposed to the basics of area of the Hotel; they will learn how to clean and maintain the guest and public area at Hotel. Handling of various equipment related to the housekeeping application and usage of the same.

After completing the course in professional atmosphere it will provide you knowledge and understanding of entrepreneurial skills and make you competent to work in stars category hotels independently and provide the confidence to work individually.

# **BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY**

## **FIRST SEMESTER**

### **HOUSE KEEPING (LAB) -I**

**L-0 T/P-2**

**Credits-1**

1. Introduction to House Keeping Department
2. Layout of room and standards supplies
3. Identification of cleaning equipment
4. Bed making, second service and turn down service
5. Cleaning of rooms, bathroom.
6. Room attendant trolley/Maid's cart
7. Room inspection- Check List
8. Public Area cleaning,

## ODD SEMESTER

Year	SNo	Course Code	Course Title	C
First	1	HMC-T101A	Food Production & Patisserie-I	3
	2	HMC-T103A	Food & Beverage Service -I	2
	3	HMC-T105A	Front Office Operations -I	2
	4	HMC-T107A	Housekeeping Operations-I	2
	5	HMC-T109A	Introduction to Hotel Accountancy	2
	6	HMC-Introduction to Hospitality Mgt.& T111ATourism		2
	7	HMC-T113A	Business Communication-I	3
	8	HMC-T115A	Hotel French-I	3
			<b>.Practicals/Lab</b>	
	9	HMC-T151A	Food Production (Lab)-I	2
	10	HMC-T153A	Patisserie (Lab)-I	1
	11	HMC-T155A	Food & Beverage Service (Lab) -I	2
	12	HMC-T157A	Front Office Operations (Lab)-I	1
13	HMC-T159A	Housekeeping (Lab) -I	1	
		<b>TOTAL</b>	<b>26</b>	

## EVEN SEMESTER

SNo	Course Code	Course Title	C
1	HMCT102A	Food Production & Patisserie-II	3
2	HMCT104A	Food & Beverage Service -II	2
3	HMCT106A	Front Office Operations -II	2
4	HMCT108A	Housekeeping Operations-II	2
5	HMCT110A	Accountancy for Hospitality Industry	2
6	HMCT112A	Hygiene ,Sanitation & First Aid	2
7	HMCT114A	PC Tools for Hospitality Industry-I	1
8	HMCT116A	Hotel French-II	3
		<b>.Practicals/Lab</b>	
9	HMCT152A	Food Production (Lab)-II	2
10	HMCT154A	Patisserie (Lab)-II	1
11	HMCT156A	Food & Beverage Service (Lab) -II	2
12	HMCT158A	Front Office Operations (Lab)-II	1
13	HMCT160A	Housekeeping (Lab)-II	1
14	HMCT162A	PC Tools (Lab)-I	1
		<b>TOTAL</b>	<b>25</b>

25

Second	1	HMC-T201A	Functional Exposure Training full semester	25
	<b>Total</b>			

1	HMCT202A	Food Production & Patisserie-III	3
2	HMCT204A	Food & Beverage Service -III	2
3	HMCT206A	Front Office Operations -III	2
4	HMCT208A	Housekeeping Operations-III	2
5	HMC-T210A	Food Science & Nutrition	2
6	HMC-T212A	Facility Planning	2
7	HMC-T214A	Tourism Product ,Services & Management	2
8	HMC-T216A	Hotel French-III	3
9	HMC-T218A	Hotel Law & Licensing	2
10	HMC-T220A	Environmental Studies-I	2
<b>.Practicals/Lab</b>			
11	HMC-T252A	Food Production (Lab)-III	2
12	HMC-T254A	Patisserie (Lab)-III	1
13	HMC-T256A	Food & Beverage Service (Lab)-III	2
14	HMC-T258A	Front Office Operations (Lab)-III	1
15	HMC-T260A	Housekeeping (Lab) -II	1
16	HMC-T262A	PC Tools (Lab)-II	1
<b>Total</b>			<b>30</b>

<b>Third</b>	1	HMC-T301A	Food Production & Patisserie-IV	3	1	HMC-T302A	Advance Food Production Mgmt-I	3
	2	HMC-T303A	Food & Beverage Service -IV	2	2	HMC-T304A	Advance Food & Beverage Service Mgmt-I	3
	3	HMC-T305A	Front Office Operations -IV	2	3	HMC-T306A	Advance Rooms Division Mgmt-I	3
	4	HMC-T307A	Housekeeping Operations-IV	2	4	HMC-T308A	Advance Housekeeping Operations Mgmt-I	3
	5	HMC-T309A	Hotel Engineering	2	5	HMC-T310A	Financial Management-I	2
	6	HMC-T311A	Material Management & Development	2	6	HMC-T312A	Managing Hospitality Human Resources-I	2
	7	HMC-T313A	Principles of Management	2	7	HMC-T314A	Hospitality Service Marketing	2
	8	HMC-T315A	Hotel French-IV	3				
	9	HMC-T317A	Environmental Studies-II	2				
	10	HMC-T319A	Research Methodology	2				
		<b>.Practicals/Lab</b>				<b>.Practicals/Lab</b>		
	11	HMC-T351A	Food Production (Lab)-I	2	8	HMC-T352A	Advance Food Production (Lab)-I	2
	12	HMC-T353A	Patisserie (Lab)-I	2	9	HMC-T354A	Advance Patisserie (Lab)-I	1
	13	HMC-T355A	Food & Beverage Service (Lab) -I	2	10	HMC-T356A	Advance Food & Beverage Service (Lab) -I	2
	14	HMC-T357A	Front Office Operations (Lab)-I	1	11	HMC-T358A	Advance Front Office Operations (Lab)-I	1
	15	HMC-T359A	Housekeeping (Lab)-I	1	12	HMC-T360A	Advance Housekeeping (Lab) -I	1
	<b>TOTAL</b>			<b>30</b>	<b>TOTAL</b>			<b>25</b>

Fourth	1	HMC-T401A	Functional Exposure Training full semester	25	1	HMC-T402A	Advance Food Production Mgmt-II	3
					2	HMC-T404A	Advance Food & Beverage Services Mgt -II	3
					3	HMC-T406A	Advance Rooms Division Mgmt-II	3
					4	HMC-T408A	Entrepreneurship Development & Business Strgs	2
					5	HMC-T410A	Financial Management-II	2
					6	HMC-T412A	Managing Hospitality Human Resources-II	2
					7	HMC-T414A	Integrated Marketing Communication	2
					8	HMC-T416A	Business Communication-II	2
					<b>.Practicals/Lab</b>			
					9	HMC-T452A	Advance Food Production (Lab)-II	4
					10	HMC-T454A	Advance Food & Beverage Operations Mgt (Lab)-II	4
					11	HMC-T456A	Advance Front Office Operations Mgt (Lab)-II	4
					12	HMC-T458A	Advance Housekeeping Operations Mgt (Lab)-II	4
					13	HMC-T460A	Project Report*	6
<b>TOTAL</b>				<b>25</b>	<b>TOTAL</b>			<b>30</b>
					<b>]Total Credits [C</b>			<b>216</b>