

ALL INDIA SHRI SHIVAJI MEMORIAL
SOCIETYS'

COLLEGE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY

AUTONOMOUS UNDER
SAVITRIBAI PHULE PUNE UNIVERSITY

SYLLABUS

Bachelor of Hotel Management and Catering Technology
(BHMCT)

Choice Based Credit System and Grading System

FOUR YEAR FULL TIME EIGHT SEMESTER GRADUATE DEGREE
PROGRAMME

(To be implemented from A.Y. 2021- 2022)

1. INTRODUCTION

The BHMCT Programme is made of intensive eight semester curriculum which equips the students with knowledge and skills essential in the Hospitality Industry. The Course meets the current trends in the Industry like, Environmental issues, Hotel Maintenance post the pandemic, besides management inputs in functional areas of the business like Event Management, Human Resource Management, Sales and Marketing, F&B Controls, Customer Relationship Management, MICE, TQM, MIS etc. We have also introduced MOOC, SWAYAM and CORSERA courses for parallel upgradation and NSS to inculcate the values as giving back to society and encouragement for participation in Zonal, State and National level sports competitions.

CBCS provides a 'cafeteria' type approach in which students can take courses of their choice and adopt an interdisciplinary approach to learning. The shift is from a conventional marking system to a grading system. The requirement for awarding a degree is prescribed in terms of the number of credits to be completed by the students.

2. Objectives and Framework of the curriculum of BHMCT Programme

- i. The basic objective of the BHMCT Programme is to provide to the hospitality industry a steady stream of competent young men and women with the necessary knowledge, skills, values and attitudes to occupy key operational positions.
- ii. The programme structure of BHMCT is designed keeping in view the basic objectives stated above. Consequently certain essential features of this model are:
 - To impart to the students latest and relevant knowledge from the field of Hospitality management.
 - To provide opportunities to the students within and outside the Institutions, for developing necessary operational skills relating to the Hotel Industry.
 - To develop the right kind of values and attitudes to function effectively in the hospitality trade.
- iii. The following considerations have been taken into account:
 - The knowledge inputs and opportunities for skill development have been offered in an evenly distributed and logically sequenced manner with appropriate options.

- The design is simple and logical and offers the student a choice of subjects.
 - Specialization is offered to the students in the core departments.
- iv. The relative importance of skills and ability development and attitudinal orientation in management education have been kept in mind, with freedom of choosing methods of instructions, within the broad framework of objectives and curriculum structure.

3. ELIGIBILITY FOR ADMISSIONS

- i. The candidates should have passed the H.S.C. (XIIth Std) examination or its equivalent in academic streams of Science, Arts, Commerce or MCVC Vocation with a minimum aggregate of 45% (40% for backward class candidates) shall be eligible for admission to the BHMCT Course or as decided by the college authority
- ii. The candidates who have completed the three year Diploma in Hotel Management and Catering Technology (National Council / MSBTE) are eligible to be admitted directly to the 3rd semester.

4. THE CURRICULUM

- i. The curriculum is presented in the accompanying chart along with the Appendices containing a list of courses and their detailed outline.
- ii. While care and attention is given to the basic objective of the curriculum, and its academic rigor, attempt is made to align the courses, in a manner that will ensure its effective implementation.
- iii. Choice Based Credit System has been introduced and the total number of credits required for the award of BHMCT degree is 160 credits.
- iv. The curriculum offers a total of 55 courses, the details of which are as follows:
 - a) Courses are divided into 3 categories, i.e. Core Course (CC), Elective course (EC), Professional Elective (PE), Open Elective (OE), Ability Enhancement Core Course (AECC) and Skills Enhancement Course (SEC).
 - b) Of the 55 courses offered, in all the students have to complete 37 courses. The students can opt for choices in Core Course (CC), Elective course (EC), Professional Elective (PE), Open Elective (OE), Ability

Enhancement Core Course (AECC) and Skills Enhancement Course (SEC).

- c) The duration of the lecture period should be of 50 minutes each.
- d) The Core course and Elective course have a practical component, along with theory. External practical evaluation is offered for these subjects. Professional Elective (PE), Open Elective (OE), Ability Enhancement Core Course (AECC) and Skills Enhancement Course (SEC) are theory based subjects.
- e) Industrial Training of 20 weeks is offered in the 5th semester. The students are expected to train in Hotels of category 3 star and above. The training will be as per the schedule mentioned in the curriculum. The students are expected to maintain a log book on a daily basis. At the end of the Industrial training the student shall submit a training report along with the log book and a performance appraisal from the hotel. The training report is to be prepared by the student in 2 typed copies and to be submitted to the Training and Placement Officer within the stipulated time for assessment.
- f) There is a provision for a Project study and viva voce in the 8th semester. The topic of Research Project will be based on the elective course opted by the student, under the guidance of a senior faculty. Each faculty will guide a maximum of 10 students. Internal Course work is offered as a part of this Project study, students are expected to submit 4 progress reports during the project study. 2 copies of the project report are to be prepared and submitted to the Principal.

5. PROGRAMME OUTCOME

- I. Provide a common body of knowledge in hospitality management coupled with broad education and awareness of skills and attitude which will prepare students for responsible leadership roles in the hospitality industry.
- II. Familiarization with practical aspects of the hospitality industry.

- III. Synthesize and summarize information and to professionally communicate. Be skilled in written, verbal and oral communication and will be able to effectively choose communication methods that are appropriate.
- IV. Develop employability skills required for hotels and restaurant managements in hospitality and allied sectors.
- V. Equip students with the requisite entrepreneurial skills for self-employment.
- VI. Develop an ability to interpret analyze, innovate, communicate and apply technical concepts.
- VII. Understand and evaluate issues related to environmental sustainability and ethics to make business decisions.

6. EVALUATION

The evaluation scheme comprises of:

- a) Semester end examination/Final Examination
- b) Concurrent Evaluation

In order to acquire course credits, the student will be required to pass in Concurrent Evaluation (Internal, Practical) as well as Final examination (Theory).

- The students need to get at least half number of credits offered in respective year to be promoted to the next year.
- The students need to acquire all the subject credits of the first year to be promoted to the third year and acquire all the subject credits of the second year to be promoted to the fourth year.
- Concurrent and Final evaluation for all courses carries equal marks i.e.50% each for Concurrent and Final evaluation
- In case of those students who have secured less than passing percentage of marks in Concurrent, (i.e. less than 40%),an additional test will be conducted and those marks will be considered.
- Final evaluation will be based on theory examination at the end of each semester.
- In case of those students who have secured less than passing percentage of marks in Final Theory examination of semester I and II, the institute shall administer a separate Retest and those marks shall be considered as final marks.
- The evaluation parameters suggested for the concurrent evaluation are as follows:
 - 1. Assignment
 - 2. Class Test
 - 3. Case study /Case Let
 - 4. Presentation and Viva voce
 - 5. Group Discussion
 - 6. Simulation exercise

7. Quiz
8. Open Book test
9. Multiple Choice Questions
10. Written Home Assignment
11. Group Activity
12. Role Play

7. **Standard of Passing:** Every candidate must secure at least 40% marks in each of the Concurrent (Internal Theory and Internal Practical) and Final Theory Examination for passing in the course.

8. Conversion of Marks to Grade Points and Grades

Sr. No	Marks	Grades	Grade Point
1	100-75	O- Outstanding	06
2	74-65	A- Very Good	05
3	64-55	B- Good	04
4	54-50	C- Average	03
5	49-45	D- Satisfactory	02
6	44-40	E- Pass	01
7	39-0	F- Fail	00

9. **Degree Requirement:** The degree requirement for BHMCT Programme is completion of 160 earned credits. To be eligible for an award of the BHMCT Degree, a student must obtain the necessary credits, final grade point within a stipulated time of (4+2) 6 years from the first date of registration for the programme.

It is proposed to use the indirect and absolute grading system for the BHMCT Course. i.e. the assessment of individual courses in the concerned examinations will be on the basis of marks. However the marks shall later be converted into grades by a defined mechanism wherein the overall performance of the learners can be reflected after considering the credit points for any given course. The overall evaluation shall be designed in terms of grades.

10. Declaration of Result:

The result will be declared within 30 working days

BHMCT Syllabus - Autonomous

Semester I												
Course Code	Course Title	Number of Lectures	HOURS PER WEEK			CREDITS			MARKS			
			Theory	Practical	Total	Theory	Practical	Total	Internal (Th)	Internal (Pr)	External (Th)	Total
CC 101	Food Production I	45	3	8	11	3	4	7	20	30	50	100
CC 102	Food and Beverage Service - I	45	3	4	7	3	2	5	20	30	50	100
CC 103	Housekeeping Front Office	45	3	4	7	3	2	5	20	30	50	100
CC 104	Communication Skills	30	2	0	2	2	-	2	50	0	0	50
AECC 106	Environmental Studies - I	30	2	0	2	2	-	2	50	0	0	50
			36			26			500			

Semester II												
Course Code	Course Title	Number of Lectures	HOURS PER WEEK			CREDITS			MARKS			
			Theory	Practical	Total	Theory	Practical	Total	Internal (Th)	Internal (Pr)	External (Th)	Total
CC 201	Food Production - II	45	3	8	11	3	4	7	20	30	50	100
CC 202	Food and Beverage Service - II	45	3	4	7	3	2	5	20	30	50	100
CC 203	Accommodation Operations - I	45	3	4	7	3	2	5	20	30	50	100
EC 204 A	Basic French	30	2	4	6	2	2	4	20	30	50	100
EC 204 B	Computer Fundamentals	30	2	0	2	2	0	2	50	0	0	50
SEC 205	Food Science	30	2	0	2	2	-	2	50	0	0	50
AECC 206	Environmental Studies - II	30	2	0	2	2	-	2	50	0	0	50
			35			25			500			

Semester III												
Course Code	Course Title	Number of Lectures	HOURS PER WEEK			CREDITS			MARKS			
			Theory	Practical	Total	Theory	Practical	Total	Internal (Th)	Internal (Pr)	External (Th)	Total
CC 301	Food Production - III	45	3	8	11	3	4	7	20	30	50	100
CC 302	Food and Beverage Service - III	45	3	4	7	3	2	5	20	30	50	100
CC 303	Accommodation Operations - II	45	3	4	7	3	2	5	20	30	50	100
OE 304 A	Principles of Management	45	3	0	3	3	0	3	50	0	50	100
OE 304 B	Business Communication	45	3	0	3	3	0	3	50	0	50	100
EC 305 A	Hotel Maintenance	45	3	2	5	3	1	4	20	30	50	100
EC 305 B	Soft Skills Mgmt.	45	3	2	5	3	1	4	20	30	50	100
			33			24			500			

Semester IV												
Course Code	Course Title	Number of Lectures	HOURS PER WEEK			CREDITS			MARKS			
			Theory	Practical	Total	Theory	Practical	Total	Internal (Th)	Internal (Pr)	External (Th)	Total
CC 401	Food Production - V	45	3	8	11	3	4	7	20	30	50	100
CC 402	Food and Beverage Service - V	45	3	4	7	3	2	5	20	30	50	100
CC 403	Accommodation Operations - III	45	3	4	7	3	2	5	20	30	50	100
OE 404 A	Services Marketing	45	3	0	3	3	0	3	50	0	50	100
OE 404 B	Event Mgmt.	45	3	0	3	3	0	3	50	0	50	100
EC 405 A	Advance Baking	45	3	2	5	3	1	4	20	30	50	100
EC 405 B	Bar Tending	45	3	2	5	3	1	4	20	30	50	100
EC 405 C	Housekeeping in Allied Sectors	45	3	2	5	3	1	4	20	30	50	100
SEC 406	Basic Accountancy	30	2	0	2	2	0	2	50	0	0	50
			35			26			550			

Semester V					
Course Code	Course Title	Duration	CREDITS	MARKS	
				Internal	External
CC 501	Industrial Training	20 weeks	6	100	200
				TOTAL	
					300

Semester VI												
Course Code	Course Title	Number of Lectures	HOURS PER WEEK			CREDITS			MARKS			
			Theory	Practical	Total	Theory	Practical	Total	Internal (Th)	Internal (Pr)	External (Th)	Total
EC 601 A	Advanced Food Production	45	3	8	11	3	4	7	20	30	50	100
EC 601 B	Advanced Food and Beverage Service	45	3	8	11	3	4	7	20	30	50	100
EC 601 C	Advanced Accommodation Operations	45	3	8	11	3	4	7	20	30	50	100
OE 602 A	Human Resource Management	45	3	0	3	3	0	3	50	0	50	100
OE 602 B	Travel & Tourism	45	3	0	3	3	0	3	50	0	50	100
EC 603 A	CRM	45	3	2	5	3	1	4	20	30	50	100
EC 603 B	MICE	45	3	2	5	3	1	4	20	30	50	100
SEC 604	Entrepreneurship Development	30	2	0	2	2	0	2	50	0	0	50
			21			16			350			

Semester VII												
Course Code	Course Title	Number of Lectures	HOURS PER WEEK			CREDITS			MARKS			
			Theory	Practical	Total	Theory	Practical	Total	Internal (Th)	Internal (Pr)	External (Th)	Total
EC 701 A	Specialized Food Production - I	45	3	8	11	3	4	7	20	30	50	100
EC 701 B	Specialized Food and Beverage Service - I	45	3	8	11	3	4	7	20	30	50	100
EC 701 C	Specialized Accommodation Operations - I	45	3	8	11	3	4	7	20	30	50	100
OE 702 A	Total Quality Management	45	3	0	3	3	0	3	50	0	50	100
OE 702 B	Organizational Behaviour	45	3	0	3	3	0	3	50	0	50	100
OE 703 A	Swayam / MOOC/Corsera	-	-	-	-	-	-	4	-	-	-	-
OE 703 B	NSS	-	-	-	-	-	-	4	-	-	-	-
OE 703 C	Sports (State Level)	-	-	-	-	-	-	4	-	-	-	-
PE 704 A	F & B Control	45	3	0	3	3	0	3	50	0	50	100
PE 704 B	Mgmt. Information System	45	3	0	3	3	0	3	50	0	50	100
SEC 705	Managerial Economics	30	2	0	2	2	0	2	50	0	0	50
			19			19			350			

Semester VIII												
Course Code	Course Title	Number of Lectures	HOURS PER WEEK			CREDITS			MARKS			
			Theory	Practical	Total	Theory	Practical	Total	Internal (Th)	Internal (Pr)	External (Th)	Total
EC 801 A	Specialized Food Production - II	45	3	8	11	3	4	7	20	30	50	100
EC 801 B	Specialized Food and Beverage Service - II	45	3	8	11	3	4	7	20	30	50	100
EC 801 C	Specialized Accommodation Operations - II	45	3	8	11	3	4	7	20	30	50	100
CC 802	Project Report	45	0	12	12	0	6	6	30	70		100
PE 803 A	Food Safety Mgmt. Systems	45	3	0	3	3	0	3	50	0	50	100
PE 803 B	Facility Planning	45	3	0	3	3	0	3	50	0	50	100
SEC 804	Small Business Management	30	2	0	2	2	0	2	50	0	0	50
			28			18			350			

TOTAL								160				3400
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Sr. No	Particulars	Number of courses	Total Credits	Total Marks
1	Core Course- CC	15	85	1700
2	Elective Course- EC	7	37	700
3	Professional Elective - PE	2	6	200
4	Open Elective - OE	5	16	400
5	Ability Enhancement Core Course - AECC	3	6	150
6	Skills Enhancement Course- SEC	5	10	250
		37	160	3400

Course : Food Production - I
Course Code : CC 101
Course Credits : 07
Semester : One
Hours per week : 11 (03 Theory & 08 Practical)

Evaluation Scheme				
Internal Evaluation			External Theory Evaluation	Total Evaluation
Concurrent	Internal Practical	Total Internal Evaluation		
20	30	50	50	100

Course Outcomes:

- CO 1 Students would be able to identify different types of commodities, equipment, safety operating procedures, Kitchen Etiquette, Attributes, and Over all department functioning.
- CO 2 Familiarize with various pre-preparation methods, cuts of vegetables, fuels used in cooking, the basic concept of Heat application, and texture.
- CO 3 Identify types of Commodities used in culinary and bakery, their selection, storage criteria, pigments, and list the cuts of vegetables and their uses in cookery
- CO 4 Understand the different cooking techniques used, their application, medium of cooking, and the difference it gives in the result of the product.

	Hours	Marks
Chapter – 1 Introduction	04	04
1.1 Art and Science of cooking		
1.2 Objectives of cooking		
1.3 Professional Attributes		
1.4 Knife Skills (types of knife used in professional kitchens and its advantages)		
Chapter – 2 Methods of Cooking	08	12
2.1 Fuels used in cooking		
2.2 Methods of Heat Transfer		
2.3 Classification of Cooking Methods		
2.3.1 Moist cooking techniques		
2.3.2 Dry cooking techniques		

2.3.3	Fat based cooking methods		
2.3.4	Other cooking methods – Induction, Microwave.		
Chapter – 3	Hygiene and Safety Practices	09	05
3.1	Safety practices (Kitchen safety, Care for own health and safety, First aid, and Fire Prevention)		
3.2	Personal hygiene		
3.3	Accidents and their preventive measures		
3.4	Food contamination and safety (FSMS)		
Chapter –4	Kitchen Hierarchy	04	04
4.1	Factors responsible for kitchen organization		
4.2	Classical kitchen Brigade for 5 stars & 3-star hotel		
4.3	Duties and responsibilities of various Chefs		
Chapter –5	Equipment’s	04	04
5.1	Classification of Equipment		
5.2	Selection of equipment’s		
5.3	Maintenance and Upkeep of Equipment		
Chapter – 6	Commodities – I	16	21
6.1	Cereals and Pulses		
6.2	Vegetables and Fruits		
6.3	Sweeteners		
6.4	Fats and Oils		
6.5	Local Equivalentents of Commodities		
	Total	45	40

Note: - Glossary terms of each topic needs to be covered in detail as it has good weightage in the exam

Recommended Assignments:

- 1 Market visit to understand and identify the commodities and their types
- 2 Identify various spice blends used in Indian Kitchens and make a chart or PPT presentation of it
- 3 Make a Video on any cooking, pre-preparation techniques, or mixing methods in a group of 3 to 4 minutes showing the advantages, textures, and consistency achieved by cooking techniques.
- 4 PPT presentation on Hygiene and safety laws and rules to be followed in restaurants, hotels, and food or catering businesses in India.
- 5 Chart presentation of the Wheat structure and available varieties, brands, types in the

market

- 6 Chart presentation of any 2 commodities local and English culinary names
- 7 Chart presentation or PPT on various Modern Tools and Knives used in Kitchens Internationally

Recommended Practical:

1	Introduction to various types of kitchen equipment, tools, and their usage. Safety precautions to be taken while handling equipment. Hygiene & Safety practices to be observed in the kitchen, along with the standard operating procedures and introduction to various commodities.	01
2	Cuts of Vegetables and introduction to Indian cooking methods	01
3	Visiting local market for understanding commodities (optional)	01
4	Indian Snack Preparations	02
5	Indian Sweet meethais Basic(Ladoo, Barfi, Shankarpale)	02
6	Indian Dry Snacks(Chiwada, Shev, Chakali Matahri etc)	02
7	Essential Indian Accompaniments and preserves (Chutannies, Murabbas)	02
8	Basic Indian Gravies	01
9	Basic Indian dry and wet pasts and masalas	01
10	Non-Veg, Vegetable, Rice, Dal / Raita, Bread, and Sweet Preparation.	10
12	Internal Practical Exam	01
13	Final Practical	01

Reference Books

- 1 Practical Cookery- Victor Ceserani & Ronald Kinton, ELBS
 - 2 Theory of Catering- Victor Ceserani & Ronald Kinton, ELBS
 - 3 Theory of Cookery- Mr. K. Arora, Franck Brothers
 - 4 Modern Cookery for Teaching & Trade Vol I- Ms. Thangam Philip, Orient Longman.
 - 5 The Professional Chef (4th Edition)- Le Rol A. Polycom
 - 6 Success in Principles of Catering - Michael Collier & Colin Saussams
 - 7 Prashad–Indersingh Kalra and Pradeep das Gupta
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Course : Food and Beverage Service I
Course Code : CC 102
Course Credits : 05
Semester : One
Hours per week : 7 (03 Theory & 04 Practical)

Evaluation Scheme				
Internal Evaluation			External Theory Evaluation	Total Evaluation
Concurrent	Internal Practical	Total Internal Evaluation		
20	30	50	50	100

Course Outcomes:

- CO 1 This subject will make students understand importance of food and beverage service in hospitality industry.
- CO 2 Various types of outlets and the type of service will be learned by students.
- CO 3 Students will be able to do TDH & Ala carte cover setups.
- CO 4 Students will be able to serve food with service gear.

	Hours	Marks
Chapter – 1 Introduction to F & B Service	05	08
1.1 Introduction to Hospitality industry and Growth in India.		
1.2 Career path in food and beverage service.		
1.3 Classification of catering establishments - Commercial & Non- commercial		
1.4 Types of F & B outlets – Restaurants (Fine Dining, Casual, Theme), Fast Food ,Drive Through, Coffee House, Snack Bar, Cafeteria, Kiosks, Vending Machines ,Food Van/Truck		
Chapter – 2 Equipment's and Furniture	06	10
2.1 Furniture – tables & chairs		
2.2 Chinaware – sizes and capacity		
2.3 Stainless steel and Silverware – cutlery, service equipment's		
2.4 Glassware- Classic glasses with their capacity & usage		
2.5 Disposables – types, advantage & disadvantage		
2.6 Linen – types & sizes		

2.7	Special equipment- care & maintenance		
2.8	New trends in equipment's – sizes, colour, and shapes.		
Chapter – 3	Team of F & B Service	06	08
3.1	F & B service organization structure for large, medium and small hotels and other types of outlets like QSR, French Fine Dining Restaurant.		
3.2	Attributes required for F & B service team members.		
Chapter –4	Types of Menu and services	08	08
4.1	Type of Menus		
4.2	Table Service – Silver/English, American		
4.3	Self Service and Assisted Service - Buffet and Cafeteria Service		
4.4	Specialized Service – Gueridon, Lounge, Room service		
4.5	Single Point Service- Takeaway, Vending, Kiosks, Food Courts		
4.6	New trends in service – Clientele centric approach.		
Chapter –5	Importance of control	08	06
5.1	Order Taking and Billing methods – triplicate system, KOT & BOT		
5.2	Types of KOT, Flow chart of KOT		
5.3	List of Software used in billing methods – Micros, IDS, Fidelio, opera		
Chapter – 6	Basic Menu knowledge	12	10
6.1	Menu, Introduction, History		
6.2	Types of menu , table d' hote, A` la carte		
6.3	Food and Beverage terminology related to all the above chapters		
	Total	45	50

Recommended Assignments:

- 1 Find out top hotel brands in India and around the world.
- 2 Study of Various F & B equipment's with sizes, capacity, and picture – in form of PPT presentation.
- 3 Identify various F & B outlets providing different types of service in and around the city
- 4 List down various brands and suppliers of equipment.

Recommended Practical's:

- 1 Identification and usage of equipment.
- 2 Mis-en- place and Mis-en-scene ,Laying and relaying of tablecloth
- 3 Receiving a guest, seating and service of water
- 4 Carrying a salver or tray
- 5 Rules for laying table - Laying covers as per menus
- 6 TDH and A la carte cover layout
- 7 Napkin folds – at least 12 folds
- 8 Handling service gear with the help of cooked food
- 9 Carrying plates, glasses and other equipment's
- 10 Crumbing, clearance and presentation of bill
- 11 Demonstration of English / Silver service, American service with cooked food as mentioned in the 9th practical
- 12 Order taking – writing a food KOT, writing a BOT

Reference Books

- 1 Food and Beverage Service – Dennis Lillicrap and John Cousins
 - 2 Food and Beverage Service – M N Ahmed
 - 3 Food and Beverage Service- Bobby George
 - 4 Food and Beverage Service- Anil Sagar
 - 5 Food and Beverage Management – Bernard Davis, Andrew Lockwood and Sally Stone
 - 6 Theory of Catering – Kinton and Cesarani
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Course : Housekeeping
Course Code : CC 103
Course Credits : 05
Semester : One
Hours per week : 7 (03 Theory & 04 Practical)

Evaluation Scheme				
Internal Evaluation			External Theory Evaluation	Total Evaluation
Concurrent	Internal Practical	Total Internal Evaluation		
20	30	50	50	100

Course Outcomes:

- CO 1 **Students will be familiar with the Role of Housekeeping in the hospitality industry.**
- CO 2 **Students will be acquainted with the scope of Housekeeping in allied sectors**
- CO 3 **Students will be able to apply the basics of Housekeeping operations**
- CO 4 **Students will be able to identify the competencies required for Housekeeping professionals**

	Hours	Marks
Chapter – 1 Introduction to Housekeeping	07	05
1.1 Meaning and definition of Housekeeping.		
1.2 The role of housekeeping in the hospitality industry. Functions of Housekeeping in a Hotel Use of technology in the housekeeping department.		
1.3 Hierarchy of Housekeeping Department in Large, Medium and Small size hotels.		
1.4 Career opportunities in Housekeeping in Hospitality Industry (Facilities, Consultancy, Floral Decorator, Horticulture and Landscape Development, Commercial Laundry/Mobile Laundry, Interior Designing, Cleaning Contractor etc.)		
1.5 Front of the house and Back of the house areas - meaning and examples.		
Chapter – 2 Housekeeping Department in Hotel	07	05
2.1 Sections of Housekeeping Department.		
2.2 Job description and Job specification - meaning, importance and format.		

2.3	Duties and responsibilities of various positions in the Housekeeping Department.		
2.4	Attributes and qualities of the housekeeping staff –skills of a good housekeeper.		
2.5	Rules of the floor.		
Chapter – 3	Coordination of Housekeeping with other Departments	05	04
3.1	Meaning and the importance of coordination in a hotel.		
3.2	Coordination of Housekeeping Department with Front Office Department		
3.3	Coordination of Housekeeping Department with Engineering Department		
3.4	Coordination of Housekeeping Department with Stores Department		
3.5	Coordination of the Housekeeping Department with the Security, Human Resource Management, Sales and Marketing and Accounts Department.		
Chapter –4	Guest Rooms	07	04
4.1	Types of room on the basis of type of hotel.		
4.2	Introduction to basic layout of Single, Double, Twin and Suite room.		
4.3	Room supplies and amenities - meaning. Their use and placement in the Standard and VIP room. Touch points in the guest room.		
Chapter –5	Key Control and Key Handling	05	04
5.1	Types of key - Traditional and Computerized (meaning, advantages and limitations).		
5.2	Keys handled by the Housekeeping Department. Key handling procedure in the Housekeeping Department.		
Chapter – 6	Cleaning Equipment	07	04
6.1	Classification of Cleaning Equipment. Special sanitization equipment. Operating principles of equipment.		
6.2	Purchase, Storage and Maintenance criteria for cleaning equipment.		
6.3	Employee safety, training and awareness while handling the cleaning equipment.		
Chapter –7	Cleaning Agents	07	04
7.1	Meaning and role in cleaning procedure.		
7.2	Popular brands of cleaning agents.		

- 7.3 Sanitization and Disinfection procedures
- 7.4 Different surfaces and type of cleaning agents used.
- 7.5 Purchase, Storage and Issue criteria for cleaning agents.

Note-

Glossary Terms

Students should be familiar with the glossary of terms pertaining to above mentioned topic

Total 45 30

Recommended Assignments:

- 1 Preparing a draft on career opportunities in the housekeeping department
- 2 Collecting Brands and information of various cleaning agents from the open market.
- 3 Collecting information of Cleaning equipment (Brands, prices etc)
- 4 Preparing or procuring samples of guest supplies and amenities.
- 5 Preparing a presentation on the new normal of the housekeeping department of hotels.

Recommended Practicals:

- 1 Introduction to basic cleaning agents & equipment used in daily Housekeeping operations.
- 2 Various daily cleaning procedures such as Sweeping, mopping, use of wringer trolley.
- 3 Various daily cleaning procedures such as Glass cleaning, High ceiling surfaces.
- 4 Various weekly cleaning procedures such as polishing of surfaces (Brass, copper, silver)
- 5 Various weekly cleaning procedures such as polishing of surfaces (wood and laminated surface)
- 6 Use of Scrubbing Machine
- 7 Introduction to guest room bed linen and bath linen
- 8 Introduction to guest room supplies and its standard placement
- 9 Introduction to modern bed making procedure
- 10 Introduction to bathroom cleaning procedure
- 11 Sanitizing and disinfecting procedures for common touch points in guest rooms.
- 12 Towel origami

Reference Books

- 1 O’Fallon, M. and Rutherford, D. (2013).
- 2 Hotel Management and Operations. Hoboken, New Jersey: John Wiley & Sons, Inc. Matt, A. (2011).
- 3 Housekeeping Management. John Wiley & Sons, Inc Thomas J. A. (2007).
- 4 Professional Management of Housekeeping Operations. John Wiley & Sons, Inc
- 5 Raghubalan- G.-Raghubalan- S. (2011). Hotel housekeeping operations and management. New Delhi: Oxford university press.
- 6 Man and Machines - Equipments in the Cleaning Industry, Priya Ranade, Educreation Publishing (2019)

Course : Front Office
Course Code : CC 104
Course Credits : 05
Semester : One
Hours per week : 07 (03 Theory & 04 Practical)

Evaluation Scheme				
Internal Evaluation			External Theory Evaluation	Total Evaluation
Concurrent	Internal Practical	Total Internal Evaluation		
20	30	50	50	100

Course Outcomes:

- CO 1 To know the evolution of hotel Industry (domestic and international) and identify hotel brands
- CO 2 To know and understand various types of hotels
- CO 3 To understand the need for organization of front office operations in large, medium and small hotels and personality traits
- CO 4 To identify the types of rooms rates and meal plans
- CO 5 To understand the guest cycle and the reservation process in detail
- CO 6 To familiarize themselves with basic terms and terminology related to the topics

		Hours	Marks
Chapter – 1	Introduction to Tourism, Hospitality and Hotel Industry	08	07
1.1	Importance of Hospitality and Tourism		
1.2	Hotels, their evolution and growth.		
1.3	Founders of The Hotel Industry- E.M.Statler, Conrad Hilton, Caesar Ritz, William Waldorf Astor and John Jacob Astor IV, J.W.Marriott, Ernest Henderson and Robert Moore, Ray Schultz		
1.4	Indian Chain Hotels-History & Growth of following Hotels: Taj, Oberoi's, Welcome group, ITDC, Leela, Park Hotel, J.P. Hotels		
1.5	Famous International hotels world wide		

Chapter – 2	Classification of Hotels	05	07
2.1	Adhering to rules and regulations of Ministry of Tourism, Govt. of India (FHRAI and HRACC).		
2.2	Star classification		
2.3	Size		
2.4	Location		
2.5	Clientele		
2.6	Duration of stay		
2.7	Level of service		
2.8	Ownership basis		
2.9	Alternative accommodation		
Chapter – 3	Hotel Organization	03	06
3.1	Brief introduction to hotel core areas		
3.2	Need for Organization Chart		
3.3	Hotel Organization Charts for a ‘five star hotel’		
3.4	Liaison with other departments		
Chapter – 4	Organizational Framework of the Front Office Department.	08	10
4.1	Function areas (sections and layout of Front Office)		
4.2	Front Office hierarchy in small, medium, large Hotel		
4.3	Duties and responsibilities (Front Office Manager, Reservation Assistant, Receptionist, GRE, Information Assistant, Cashier, Telephone operator, Door attendant)		
4.4	Personality traits		
Chapter – 5	Front Office Operations	07	06
5.1	Rules of the house (for guest and staff)		
5.2	Bell Desk and Concierge (functions, duties and responsibilities, luggage handling and records)		
5.3	Types of keys and key control		
5.4	Food / Meal plans		
5.5	Types of room rates (Rack, FIT, crew, group, corporate, weekend)		
Chapter – 6	Front Office Guest Cycle	05	07
6.1	Introduction to the stages of guest cycle		
6.2	Pre arrival stage –Reservation, Pre-registration		
6.3	Arrival stage- Welcoming, Registration		

- 6.4 Guest Stay/ In-house stage- Concierge, Guest services, Other departments (In- room service, spa, salon)
- 6.5 Departure- Guest billing, Guest Data processing (GHC, Guest feedback, future reservation, Loyalty membership)

Chapter – 7 Reservations 09 07

- 7.1 Introduction and Importance of Reservation
- 7.2 Modes and sources of reservation.
- 7.3 Types of reservation (Guaranteed, Tentative, Waitlist)
- 7.4 Processing Reservation requests – Automated System of reservation
- 7.5 Cancellation & Amendment of reservation
- 7.6 Overbooking

Note - Students should be familiar with the following glossary of terms.

- | | | |
|---------------------------|----------------------|-----------------------|
| 1. Check in | 11. Concierge | 22. Understay |
| 2. Check out | 12. GHC | 23. Master Key |
| 3. Walk in | 13. Crew | 24. Motel |
| 4. Meal Plan | 14. American Plan | 25. Heritage Hotel |
| 5. Suite | 15. MAP | 26. Floatel |
| 6. Guaranteed Reservation | 16. European Plan | 27. GRE |
| 7. PMS | 17. Continental Plan | 28. Left Luggage Room |
| 8. FIT | 18. Overbooking | 29. FHRAI |
| 9. Full Board | 19. Cancellation | 30. HRACC |
| 10. DND | 20. Waitlist | |
| | 21. No show | |

Total 45 50

Recommended Assignments:

- 1 a) Country, Capital and Currencies
b) Indian States and Capitals
- 2 Procuring and Presenting information regarding National and International Chain of Hotels
- 3 a) Collection and Presentation of Pune City Information
b) To collect and present information on major cities of India with regards to location, importance, tourism, attractions, food, music, eminent personalities and culture
- 4 Current Affairs

Recommended Practical:

S.No Topic

1. Grooming & Basic body language and expressions
2. Make up and Grooming session (if possible, using demonstration method)
3. Basic Situation Handling using polite phrases used at the Front Office
4. Telephone etiquettes basics and practice phrases
5. Handling simple situations on the telephone-Role Play
6. Bell Desk Activities with formats (Errand Card, Luggage Tag, Bell Desk Register, Newspaper Distribution Record)
7. Bell Desk situations and role plays (Rooming the guest, Left luggage procedure, Hotel and City information)
8. Introduction to the concept of PMS
9. Reservations Module of PMS & Reservation section/HRO; formats and procedures
10. Reservations Call Handling: FIT at HRO
11. Reservations Call Handling: Group at HRO & Call Centre/ CRS
12. Email correspondence for Reservation queries; Receive, reply, maintain records

Reference Books

- 1 Hotel Front Office Operations and Management – Jatashankar R. Tewari, Oxford University Press Edition- 03
 - 2 Principles of Hotel Front Office Operations -Sue Baker, P. Bradley, J. Huyton.
 - 3 Front Office Management- S K Bhatnagar
 - 4 Basic Rooms Division – Arati Prabhu, Honey Tyagi, Himalaya Publishing House
-

Course : Communication Skills
Course Code : AECC 105
Course Credits : 02
Semester : One
Hours per week : 2

Internal Evaluation		Total Evaluation
Concurrent Evaluation	Total Evaluation	
50	50	50

Course Outcomes:

- CO 1 Students will be able to communicate satisfactorily.
- CO 2 Learners will be introduced to professional reading, writing and listening skills.
- CO 3 Students will be exposed to cultural diversity and value education through the humanistic curriculum.
- CO 4 Learners will be enabled with the basic skills necessary in the global world.

	Hours	Marks
Chapter – 1 Nature and Process of Communication	05	07
1.1 Definition, Purpose & Scope of Communication		
1.2 Process of Communication : Sender: Receiver: Encoding & Decoding Messages, Feedback		
1.3 Types of Communication		
1.4 Verbal & Non verbal		
1.5 Body Language		
Chapter – 2 Reading, Writing and Listening Skills	05	07
2.1 Importance of Reading		
2.2 Process of Reading		
2.3 Written Communication: Essays, Reports.		
2.4 Importance of Listening		
2.5 Effective Listening Skills		
2.6 Significance of Verbal Communication : Reading & Writing		
Chapter – 3 Oral Communication and Body Language	06	08
3.1 Oral Communication: Scope and forms, Importance, Advantages and Disadvantages		

3.2	Paralinguistics (Vocalics): Meaning and Importance Forms of paralanguage Effective delivery using paralanguage		
3.3	Body Language: Meaning and Importance Mehrabian Model of Effective Communication Forms of Body Language (Kinesics, Haptics, Proxemics, Chronemics) Silence Effective Body Language (Positive and Open)		
Chapter –4	Hospitality Communication	04	08
4.1	Dressing and grooming		
4.2	Standard Hotel Phraseology		
4.3	International etiquettes and mannerisms		
4.4	Remote etiquettes: Telephone, E-mail and virtual meetings		
Chapter –5	Remedial English Grammar and Usage-I	05	10
5.1	Articles		
5.2	Parts of Speech		
5.3	Tenses		
5.4	Modals		
Chapter – 6	Remedial English Grammar and Usage-II	05	10
6.1	Prepositions and words followed by prepositions		
6.2	Concord (Agreement of the Verb with the Subject) Error Analysis(Correction of Errors in a given sentence -		
6.3	errors in the use of words - errors of Indianisms - use of slang - errors in punctuation)		
		Total	30
			50

Recommended Assignments:

- 1 Learners to Review a Book or Film
- 2 Learners to conduct Vocabulary and Language Games
- 3 Learners to explain Picture Composition with regards to various topics of current interest.
- 4 Learners to engage in a conversation with new people and write about the same.
- 5 Learners record themselves while speaking on given selected topics.

Reference Books

- 1 Business English. Department of English University of Delhi. Pearson
 - 2 Communication Skills – Sanjay Kumar. Oxford.
 - 3 Improve your writing – V.N. Arora. Oxford.
 - 4 Business Communication. Basic Concepts and Skills. J. P. Parikh. Orient Black Swan
 - 5 Communicative English – E. Suresh Kumar. Orient Black Swan.
 - 6 Business Communication. Second Edition – Meenakshi Raman. Oxford.
 - 7 Communication Skills – BV Pathak 8. Business Communication – Urmila Rai. Himalaya Publishing House.
 - 8 Business Communication – K.K.Sinha. Galgotia Publication.
 - 9 Business Communication Connecting at Work – HorySankar Mukherjee. Oxford
 - 10 Communication Skills and Soft Skills – An integrated Approach. E. Suresh Kumar. Pearson.
 - 11 English Language Communication Skills – Urmil Rai. Himalaya Publishing House.
 - 12 Highly Recommended Teacher’s Book English for hotel and catering industry. Oxford.
-

Course : **Environmental Studies- I**
Course Code : **AECC 106**
Course Credits : **02**
Semester : **One**
Hours per week : **2 (2 Theory)**

Internal Evaluation		Total Evaluation
Concurrent Evaluation	Total Evaluation	
50	50	50

Course Outcomes:

- CO 1 **Familiarization with the importance and concept of sustainability and development**
- CO 2 **Understanding the structure and functions of Eco system.**
- CO 3 **Identification of renewable and non- renewable resources**
- CO 4 **Familiarization with the levels of biological diversity and threats to bio diversity**

		Hours	Marks
Chapter – 1	Introduction to environmental studies	02	08
1.1	Multidisciplinary nature of environmental studies;		
1.2	Scope and importance; Concept of sustainability and sustainable development.		
Chapter – 2	Ecosystems	08	12
2.1	What is an ecosystem? Structure and function of ecosystem; Energy flow in an ecosystem: food chains, food webs and ecological succession.		
2.2	Case studies of the following ecosystems : a) Forest ecosystem b) Grassland ecosystem c) Desert ecosystem d) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)		
Chapter – 3	Natural Resources : Renewable and Non-renewable Resources	10	15
3.1	Land resources and land use change; Land degradation, soil erosion and desertification.		
3.2	Deforestation: Causes and impacts due to mining, dam building		

on environment, forests, biodiversity and tribal populations.

- 3.3 Water: Use and over-exploitation of surface and ground water, floods, droughts conflicts over water (international & inter-state).
- 3.4 Energy resources: Renewable and non-renewable energy sources, use of alternate energy sources, growing energy needs, case studies.

Chapter –4	Biodiversity and Conservation	10	15
4.1	Levels of biological diversity : genetic, species and ecosystem diversity; Biogeographic zones of India; Biodiversity patterns and global biodiversity hot spots		
4.2	India as a mega-biodiversity nation; Endangered and endemic species of India		
4.3	Threats to biodiversity: Habitat loss, poaching of wildlife, man-wildlife conflicts, biological invasions; Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity.		
4.4	Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic and Informational value.		
	Total	30	50

Recommended Assignments:

- 1 Case studies related to a) Forest ecosystem b) Grassland ecosystem c) Desert ecosystem d) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)
- 2 Use of alternate renewable resources in the hospitality industry
- 3 To identify and have a chart presentation of the food chains and food webs
- 4 Role of individual in conservation of Natural resources
- 5 To study the In- situ site – conservation of bio diversity in your area.

Reference Books

- 1 Carson, R. 2002. Silent Spring. Houghton Mifflin Harcourt.
- 2 Gadgil, M., & Guha, R. 1993. This Fissured Land: An Ecological History of India. Univ. of California Press.
- 3 Gleeson, B. and Low, N. (eds.) 1999. Global Ethics and Environment, London, Routledge.
- 4 Gleick, P. H. 1993. Water in Crisis. Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute, Oxford Univ. Press.

- 5 Groom, Martha J., Gary K. Meffe, and Carl Ronald Carroll. Principles of Conservation Biology. Sunderland: Sinauer Associates, 2006.
 - 6 Grumbine, R. Edward, and Pandit, M.K. 2013. Threats from India's Himalaya dams. Science, 339 : 36-37.
 - 7 McCully, P. 1996. Rivers no more: the environmental effects of dams (pp. 29-64). Zed Books.
 - 8 McNeill, John R. 2000. Something New Under the Sun: An Environmental History of the Twentieth Century.
 - 9 Odum, E.P., Odum, H.T. & Andrews, J. 1971. Fundamentals of Ecology. Philadelphia: Saunders.
 - 10 Pepper, I.L., Gerba, C.P. & Brusseau, M.L. 2011. Environmental and Pollution Science. Academic Press.
 - 11 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.
 - 13 Rosencranz, A., Divan, S., & Noble, M.L. 2001. Environmental law and policy in India. Tripathi 1992.
 - 14 Sengupta, R. 2003. Ecology and economics: An approach to sustainable development. OUP.
 - 15 Singh, J.S., Singh, S.P. and Gupta, S.R. 2014. Ecology, Environmental Science and Conservation. S. Chand Publishing, New Delhi.
 - 16 Sodhi, N.S., Gibson, L. & Raven, P.H. (eds). 2013. Conservation Biology: Voices from the Tropics. John Wiley & Sons.
 - 17 Thapar, V. 1998. Land of the Tiger: A Natural History of the Indian Subcontinent.
 - 18 Warren, C. E. 1971. Biology and Water Pollution Control. WB Saunders.
 - 19 Wilson, E. O. 2006. The Creation: An appeal to save life on earth. New York: Norton.
 - 20 World Commission on Environment and Development. 1987. Our Common Future. Oxford University Press
-

Course : Food Production - I
Course Code : CC 201
Course Credits : 07
Semester : One
Hours per week : 11 (03 Theory & 08 Practical)

Evaluation Scheme				
Internal Evaluation			External Theory Evaluation	Total Evaluation
Concurrent	Internal Practical	Total Internal Evaluation		
20	30	50	50	100

Course Outcomes:

- CO 1 Students will be able to prepare stocks, sauces, soups.
- CO 2 Understand the concept and able to prepare Salad and Sandwiches
- CO 3 Student will learn to apply the continental basic preparations and concept of egg cookery in detail. They will also be able to get hands-on skills of various cooking methods during the practical.
- CO 4 They will be able to identify diverse types of convenience food pertaining to Indian and continental cooking.
- CO 5 Students will be able prepare and plan basic Continental menus
- CO 6 Students will be made familiar with all the culinary glossary terms pertaining to syllabus

	Hours	Marks
Chapter – 1 Revision of previous semester	04	04
1.1 Methods of Cooking		
1.2 Hygiene and Safety Practices		
1.3 Kitchen Hierarchy		
1.4 Commodities – I		
Chapter – 2 Stocks	05	05
2.1 Definition & Composition		
2.2 Rules of stock making		
2.3 Types of Stock- Recipes of 1 litre of various stocks (White, Brown, Fish and Vegetable)		
2.4 Uses of stocks		
2.5 Reduction & Glazes		

Chapter – 3	Sauces	08	08
3.1	Importance of Sauces in food preparation		
3.2	Composition of sauces		
3.3	Classification of Sauces (Kitchen & Proprietary) - Mother, Butter, Dessert, Proprietary, Kitchen sauces		
3.4	Thickening agents		
3.5	Mother sauces - recipes and derivatives		
Chapter –4	Soups	05	08
4.1	Aim/principles of soup making		
4.2	Classification of soups with examples		
4.3	Classical accompaniments and garnishes		
4.4	Consommé -recipe, clarification process and 10 garnishes		
Chapter –5	Egg Cookery	04	04
5.1	Composition and structure of egg		
5.2	Selection criteria for eggs		
5.3	Various ways of cooking egg		
5.4	Uses of egg in cookery		
Chapter – 6	Salads	06	05
6.1	Parts of salad with ingredients used		
6.2	Types of Salads - Green, Vegetable, Cooked, main course, Fruit, Gelatin based salad		
6.3	Principles of salad making		
6.4	Guidelines and precautions while making of salads		
6.5	Types of Salad dressings		
6.6	International Classical Salads – composition and		
Chapter –7	Sandwiches	05	05
7.1	Parts of sandwiches		
7.2	Types of sandwiches – Cold and Hot sandwiches		
7.3	Precautions while preparing and storing sandwiches		
Chapter –8	Convenience Food	03	05
8.1	Definition, importance, merits, and de -merits		
8.2	Processing methods -types, examples		
8.3	Utility in the current trends and market		
	Total	45	40

Note: - Glossary terms pertaining to each topic needs to be covered in detail as it will have good weightage in the exam

Recommended Assignments:

- 1 Chart presentation of types and uses of stock.
- 2 Chart or PPT presentation of classification of sauces and their derivatives.
- 3 Making of video on any International soups or Consommé with garnish.(This Assignment can be performed in group)
- 4 List and collect pictures of any 10 Indian and 10 continental egg preparations combined it in a form of collage and brief description of every preparation.
- 5 Make video of any international classical salads demonstration (This assignment can be done in a group) or PPT presentation of 10 international Classical salads
- 6 List and collect pictures of any 10 contemporary international sandwiches.
- 7 PPT of types of convenience food trending in Market, Popular local, national and international brands in convenience foods.

Recommended Practical:

1	Introduction and demonstration of Stocks	01
2	Introduction and demonstration of Sauces	01
3	Classical salads and International Salads	01
4	Various types of sandwiches	02
5	Continental Breakfast Preparations	01
6	Various Egg Preparations	01
7	Simple French classical Menu	02
8	3 course Continental menus consisting of a Soup, Main course with Vegetable & potato accompaniment, Rice/ Bread and Dessert (Every menu should include the soup and at the end of the 15 practical all types of soups should be covered as per the classification at least one variety)	13
9	Internal Exam	01
10	External Practical Exam	01

Reference Books

- 1 Food Production Operation -Parvinder Bali
 - 2 Practical Cookery- Victor Ceserani & Ronald Kinton, ELBS
 - 3 Theory of Catering- Victor Ceserani & Ronald Kinton, ELBS
 - 4 Theory of Cookery- Mr. K. Arora, Franck Brothers
 - 5 Modern Cookery for Teaching & Trade Vol II- Ms. Thangam Philip, Orient Longman.
 - 6 The Professional Chef (4th Edition)- Le Rol A. Polsom
-

Course : Food and Beverage Service - II
Course Code : CC 202
Course Credits : 05
Semester : One
Hours per week : 7 (03 Theory & 04 Practical)

Evaluation Scheme				
Internal Evaluation			External Theory Evaluation	Total Evaluation
Concurrent	Internal Practical	Total Internal Evaluation		
20	30	50	50	100

Course Outcomes:

- CO 1 Students will know essential menus with cover and accompaniments
- CO 2 After the sessions students will be able to plan French classical menus.
- CO 3 Students will be able to classify beverages.
- CO 4 This subject enables students to apply the knowledge and skills required to advise and serve customers in food service outlets and analyze the food service operations of in room dining.

	Hours	Marks
Chapter – 1 Types of Meals 1.1 Breakfast – Introduction, Continental, English, Full English, American, Indian 1.2 Elevens and Brunch 1.3 Afternoon tea 1.4 Lunch /Dinner , Supper 1.5 Late night snacks/ round the clock meals	05	06
Chapter – 2 Menu knowledge 2.1 Meaning , definitions and Evolution of the term Menu 2.2 Types of Menu – A la Carte Menu & Plat du jour, cyclic menu, Other menu- beverage menu , cocktail menu, dessert menu, banquet menu digital menu (apps and QR based) Children diet ,California, Working , Lunch , Banquet, Market, Take away, Combination Poolside ,Trendy snacks, Fast-food 2.3 Menu Planning – Considerations and Constraints,Religious influences Hinduism, Islam, Christianity, Sikhism ,	14	12

	Buddhism, Jainism and cultural dietary influences		
2.4	Classical French Menu		
2.5	Menu Terms		
2.6	Classical Foods & its accompaniments with cover		
Chapter – 3	Non – Alcoholic Beverages	10	12
3.1	Definition of Beverages and function of Beverages		
3.2	Classification of Beverages, Non Alcoholic Beverages Classification, Types service and latest trends		
3.3	Hot Beverages – Types, service, latest trends		
3.4	Cold Beverages – Types, service, latest trends		
Chapter –4	Special Foods	08	10
4.1	Sandwiches -Components, Types, Service Procedure and Classical Sandwiches		
4.2	Salads - Components, Types, Service Procedure and Classical salads		
4.3	Frozen Desserts - Components, types, Service Procedure and Classical Frozen desserts		
4.4	Fondue - Origin, Types and Service procedure		
Chapter –5	Room Service/ In room dining service	08	10
5.1	Introduction, General Principles		
5.2	Cycle of Service,		
5.3	IRD Layouts and special equipment		
5.4	Scheduling and Staffing , Time management		
5.5	Forms and Formats		
5.6	Minibar		
	Total	45	50

Recommended Assignments:

- 1 Prepare A' la carte menu for a fine dine French cuisine restaurant.
- 2 Prepare one menu each of Fixed, Cyclic, Combination, Poolside, Snack, Children, Diet, California, Working Lunch, Banquet, Market, and Take Away.
- 3 Prepare a chart of food and accompaniments for French and Indian menu.
- 4 Prepare a chart of non - alcoholic beverages with brands and pictures

Recommended Practical's:

- 1 Table etiquette with server and Guest
- 2 Menu planning & service procedure – Continental and American Breakfast
- 3 Menu planning & service procedure – English and Indian Breakfast
- 4 Menu planning & service procedure – 3/4 course lunch/dinner French menu
- 5 Menu planning & service procedure – 5/6 course lunch/dinner French menu
- 6 Menu planning & service procedure – 7/8 course lunch/dinner French menu
- 7 Menu planning & service procedure – 8/9 course lunch/dinner French menu
- 8 Menu planning & service procedure – Indian Lunch/ Dinner
- 9 Non-alcoholic beverage list, order taking and service procedure
- 10 Non-alcoholic beverage list, order taking and service procedure
- 11 IRD tray/ trolley set up and service procedure for Breakfast/Tea/Snacks/Beverages
- 12 IRD tray/ trolley set up and service procedure for Lunch/ Dinner

Reference Books

- 1 Food and Beverage Service – Dennis Lillicrap and John Cousins
 - 2 Food and Beverage Service – M N Ahmed
 - 3 Food and Beverage Service- Bobby George
 - 4 Food and Beverage Management – Bernard Davis, Andrew Lockwood and Sally Stone
 - 5 Textbook of Food & Beverage Management- Sudhir Andrews
-

Course : Accommodations Operations - I
Course Code : CC 203
Course Credits : 05
Semester : Two
Hours per week : 7 (03 Theory & 04 Practical)

Evaluation Scheme				
Internal Evaluation			External Theory Evaluation	Total Evaluation
Concurrent	Internal Practical	Total Internal Evaluation		
20	30	50	50	100

Course Outcomes:

- CO 1 **Students will be able to get acquainted with the functions of the nerve centre of the housekeeping department.**
- CO 2 **Students will be able to identify the lost and found articles and their subsequent procedures.**
- CO 3 **Students will be able to understand the various stages of the guest cycle mentioned in the syllabus below Pre arrival, Arrival and Guest stay.**
- CO 4 **Students will be able to demonstrate the basic function keys of PMS**

	Hours	Marks
Chapter – 1 Control Desk	05	04
1.1 Definition, introduction, importance and functions of control desk		
1.2 Duties of control desk attendant		
1.3 Registers and reports maintained in housekeeping control desk (Baby-sitting register, Day Book, Departure register, Expected arrival register, Gate Pass, Guest call register, Guest message register, Guest loan articles register, Store Indent Book, Key control register, Lost and Found Register, LOG book, Maintenance/ Breakage register/ form, Missing item register, Mini bar and laundry posting report, Pest control AMC register) Room status Report, Room transfer report VIP in-house list, VIP arrival list		
1.4 Lost and Found Procedure with its classification (Valuable articles, Non Valuable articles, Perishable items)		
1.5 Mini bar operations		

Chapter – 2	Types of beds and bedding	03	03
2.1	Types of beds		
2.2	Types of mattresses and their sizes		
2.3	Types of Pillows and the concept of pillow menu		
2.4	Types of Bedding		
2.5	Bed accessories		
Chapter – 3	Daily routine of the Housekeeping Department	04	04
3.1	Opening the House Morning shift, afternoon and night shift (Reporting, Briefing, Room assignment, second service, Handover of keys, readying the cart, room service and inspection)		
3.2	Evening service		
3.3	Rules of the floor		
3.4	Formats to be maintained (Duty Roaster, cleaning schedules, VIP list, List of rooms)		
Chapter –4	Cleaning Routine of Guest Rooms	05	04
4.1	Daily cleaning procedure of Occupied room, Departure, Vacant, Under repair and VIP Room		
4.2	Second service procedures		
4.3	Spring cleaning and its importance		
Chapter –5	Cleaning routine of Public Areas	05	03
5.1	List of public areas (Admin offices, Banquet halls, Bar, Casinos, Cloak room, Coffee Shop, Corridor, Discotheques, Elevators, Gymnasium, Landscaped area, Leisure areas , Lobby / Lounges ,Parking , Restaurants, Shopping Arcade, Spa, Staircases, Swimming pool Training room, Left Luggage Room)		
5.2	Daily and weekly cleaning of public areas		
5.3	Spring cleaning of various public areas		
Chapter – 6	Introduction to PMS Application and use of softwares	03	02
6.1	Definition of PMS		
6.2	Types of PMS		
Chapter –7	Pre - Arrival Procedures	06	02
7.1	Pre-arrival activities (Preparing an arrival notification etc.)		
7.2	Procedure for VIP arrival		
7.3	Procedure for group arrival (special arrangements, meal coupons, etc.)		

Chapter –8	Guest Arrival	07	04
8.1	Receiving of guest		
8.2	Process of Registration		
8.3	Records maintained for different types of guests (VIP, FITs, GITs, BTC)		
8.4	Types of registration as per star category		
8.5	Arrival procedure for various categories of guests. (VIPs, Foreigners along with C-Form)		
8.6	Self-check-in kiosks		
Chapter –9	Guest Stay	07	04
9.1	Guest Information services, example - At Your Service, Service Express		
9.2	Message and Mail Handling		
9.3	Hospitality desk and Role of GRE, Rooming a guest (introduction to the hotel facilities, orientation of the room)		
9.4	Complaints handling and Importance of Guest Satisfaction Tracking System (GSTS)		
9.5	Guest History Card		
9.6	Procedure for room change (Live move and dead move)		
Note-	Glossary Terms		
	Students should be familiar with the glossary of terms pertaining to above mentioned topic		
		Total	45 30

Recommended Assignments:

- 1 Preparing a presentation on use of technology in housekeeping department
- 2 Gathering information about advantages and disadvantages of various beds and mattresses.
- 3 Collecting data about products kept in the minibar and their rates.
- 4 Preparing a presentation on the types of guest arrivals.
- 5 Preparing a format for GSTS and indicating the reasons for dissatisfaction

Recommended Practicals:

- 1 Sample Layout of Guest Rooms (Double room, Twin room, Suite)
- 2 Sample Layout of Guest Rooms (Suite room)
- 3 Servicing guest room(checkout/ occupied and vacant)
- 4 Bed making and placement of supplies (day bed/ night bed)
- 5 Minibar management- Standard Operating Procedures
- 6 Spring cleaning of Public areas
- 7 Guest handling with regards to requests and complaints in the housekeeping department.
- 8 Preparing for VIP and Group Arrivals.

- 9 Skill to handle guest arrival (FIT and groups) including registering the guests and rooming the guest functions.
- 10 Procedures for dealing with Walk-ins, Scanty Baggage while taking advance
- 11 Registration process for Walk-ins, FIT, Corporate Guests, Group / Crew.
- 12 Use of PMS and suggested tasks to be carried out: Various function keys Pre-register a guest Creating and updating guest profiles

Reference Books

- 1 Hotel Housekeeping operation- G Raghubalan and SmirteeRaghubalan, Oxford publishing House , edition- 03
 - 2 Hotel housekeeping Training Manual- Sudhir Andrew, Mc Graw publishing house
 - 3 Hotel Housekeeping – Malini Singh, Mc Graw publishing house
 - 4 Professional Housekeeper – Gerogina Tucker
 - 5 Hotel front office operations and Management – Jatashankar R. Tewari, Oxford University Press Edition- 03
 - 6 Front office management - S K Bhatnagar.
 - 7 Principles of Hotel Front Office Operations -Sue Baker, P. Bradley, J. Huyton.
 - 8 Hotel Front Office - Bruce Braham.
 - 9 Managing Front Office Operations - Michael Kasavana, Charles Steadmon
 - 10 Checkin Checkout- Jerome Vallen.
-

Course : **Basic French**
Course Code : **EC 204 A**
Course Credits : **04**
Semester : **Two**
Hours per week : **6 (02 Theory & 04 Practical)**

Evaluation Scheme				
Internal Evaluation			External Theory Evaluation	Total Evaluation
Concurrent	Internal Practical	Total Internal Evaluation		
20	30	50	50	100

Course Outcomes:

- CO 1 Familiarizing the students with the French language related to the hotel Industry.
- CO 2 Students will be able to understand, and read simple French sentences.
- CO 3 The different aspects of French grammar are introduced gradually which gives the student the confidence to communicate better.
- CO 4 Students will be able to apply the expressions learnt to communicate with clients in day-to-day situations. To communicate with guests in confirming, cancelling reservations also get to know the culinary terms in French.

	Hours	Marks
Chapter – 1 Bienvenue !	03	04
1.1 Les alphabets, Les accents, L'article défini, L'article indéfini		
1.2 La nationalité, La profession		
1.3 Vocabulaire: Comment saluer? Comment souhaiter?		
1.4 Les prepositions, les verbes: avoir, être, parler au present		
1.5 Les nombres 0-50, Audio File		
Chapter – 2 Bon Séjour ! et A votre Service!	08	10
2.1 L'article partitif, La conjugation des verbes (ER, CER, GER) au présent(+, -, ?)		
2.2 L'adjectif interrogatif, L'heure		
2.3 Le féminin de l'adjectif, L'adjectif demonstrative,		
2.4 Les jours de la semaine, les mois de l'année, verbes: vouloir, pouvoir and aller, Le future proche		
2.5 Les nombres 51-100, Les saisons, Audio File, Quelques		

Adverbes, la conjugaison du verbe Faire. Vocabulaire.

Chapter – 3	A votre Service!	03	05
3.1	Les verbes du deuxième groupe: finir,choisir,grandir, Audio File, L' adjectif possessif (Limited to the conversion)		
3.2	Le pronom 'on', les legumes et les fruits		
3.3	Comment poser des questions?		
3.4	Les divers types de tourisme		
Chapter –4	Bonne Promenade!	02	04
4.1	Les prepositions, L'article contracté		
4.2	Les different types de decoupage des légumes		
4.3	La conjugaison des verbes: prendre, mettre, venir, voir		
Chapter –5	Comment annuler une reservation?	02	03
5.1	Le passé recent : aller, partir		
5.2	Les couverts, vocabulaire, les verbes pronominaux: s'appeler, se laver au present		
Chapter – 6	Réserver une table au restaurant!	02	04
6.1	L'impératif		
6.2	Recette: Le cordon bleu		
6.3	Les termes culinaires, verbe:ouvrir		
Chapter –7	Bon Appétit!	10	10
7.1	Les pronoms personnel objets direct, la conjugaison :connaître,savoir		
7.2	Verbe: Boire, servir		
7.3	Les spécialités régionales françaises, Un menu typiquement français, les mots français en anglais		
7.4	Les adjectives beau, nouveau, et vieux.		
7.5	Les pronoms toniques.		
7.6	Le conditionnel present : vouloir, pouvoir		
		Total	30 40

Recommended Assignments:

- 1 Worksheets
- 2 Role play
- 3 Quiz
- 4 Group work (Preparing charts)

Recommended Practicals:

- 1 Reading
- 2 Reciting alphabets, numbers
- 3 Self introduction in French
- 4 Listening to Audio File
- 5 Role play
- 6 Games : Hangman for developing the vocabulary

Reference Books

- 1 Le Cordon Bleu A Textbook for French for Hospitality by R.Sudha, Jayanthi Balan, P. Ranjith Kumar, I. Rahul
 - 2 Basic French for the hotel Industry by Catherine Lobo , Sonali Jadhav
 - 3 A Votre Service: Français pour l'hotellerie et le tourisme by Rajeswari Chandrasekar, Rekha Hangal. Chitra Krishnan, Claude Le Ninan, Asha Mokashi
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Course : Computer Fundamentals
Course Code : EC 204 B
Course Credits : 04
Semester : Two
Hours per week : 06 (02 Theory & 04 Practical)

Evaluation Scheme				
Internal Evaluation			External Theory Evaluation	Total Evaluation
Concurrent	Internal Practical	Total Internal Evaluation		
20	30	50	50	100

Course Outcomes: The student after undergoing this course will be able to:

- CO 1 Identify the components of a computer system.
- CO 2 Understand the difference between hardware and software and identify their tasks.
- CO 3 Use various features of MS Word, Excel and PowerPoint.
- CO 4 Upload their own video on social network or website.
- CO 5 Use Google Form for conducting a survey

	Hours	Marks
Chapter –1 Introduction to Computer Fundamentals 1.1 Introduction to computer 1.2 History of computer 1.3 Functionalities of computer 1.4 Components of a computer (Block Diagram) 1.5 Types of computers 1.6 Advantages & disadvantages of computer (Features) 1.7 Virus - Definition and Introduction, Anti-virus software	06	10
Chapter –2 Computer System Hardware and Software 2.1 Computer hardware introduction. 2.2 Relation of hardware with software 2.3 Computer Memory <ul style="list-style-type: none"> • Introduction to Random Access Memory (RAM) • Introduction to Read Only Memory (ROM) • Secondary Memory – Hard Disk, CD / DVD 2.4 Input Devices <ul style="list-style-type: none"> • Input devices: Keyboard, pointing devices (Mouse, Joystick, Touch Screen, Light Pen, Stylus), Scanning devices (Optical Scanners, Bar Code readers, MICR, OCR) 	08	12

- Image capturing devices: Digital Camera, Digital video camera
 - Audio capturing Devices: Microphone
- 2.5 Output Devices**
- Output devices: Monitors, Projectors, Printers(Ink jet printer, Laser printer, Dot matrix printer, Plotter, Photo printer)
 - Audio output device – Speakers
- 2.6 System Software**
- 2.7 Application Software**
- 2.8 Introduction to software used in hospitality industry – Fidelio, IDS, Amadeus, Opera**

Chapter –3 Operating System 04 06

- 3.1 Basics of operating system – Introduction and Definition**
- 3.2 Types of operating system**
- 3.3 Functions of operating system**
- 3.4 Using Windows Operating System**
- Introduction, The Desktop, Desktop Properties (Popup Menu)
 - Windows Explorer, File and Folder Operations, Search, Recycle Bin
 - Adding or Removing New Programs using
 - Control Panel, Adding and removing printer
 - Accessories (Paint, Notepad, Calculator)

Chapter –4 MS-WORD 04 08

- 4.1 File Menu:** Save, Save As, Print
- 4.2 Home Menu:** Clipboard (Cut, Copy, Paste, Format Painter), Font (Font, Size, Bold, Italics, Underline, Text Highlight, Font Color, Change Case, Subscript, Superscript), Paragraph (Bullets & Numbering, Alignment, Line & Paragraph Spacing, Shading, Border), Editing (Find, Replace)
- 4.3 Insert Menu:** Table, Illustrations (Pictures, Shapes, Smart Art, Chart), Link (Hyperlink), Header & Footer (Header, Footer, Page Number), Text (Text Box, Word Art), Symbol
- Design Menu:** Background (Page Color, Page Border)
- 4.4 Page Layout:** Page Set up (Margins, Size, Orientation, Page Break), Paragraph (Indent, Line Spacing)
- 4.5 Review Menu:** Spelling & Grammar check, Word Count
- 4.6 Mailings Menu:** Mail Merge

Chapter –5 MS-EXCEL 04 07

- 5.1 File Menu:** Save, Save As, Print, Export
- 5.2 Home Menu:** Clipboard (Cut, Copy, Paste, Format Painter), Font (Font, Size, Border, Fill Color, Font Color), Alignment (Align,

Wrap Text, Merge & Centre), Number (Number Format, Percent, Comma Style, Increase & Decrease Decimal), Style (Conditional Formatting), Editing (Clear, Sort & Filter, Find & Select)

- 5.3 Insert Menu:** Tables, Illustration (Picture, Shape, Smart Art), Charts, Text (Text Box, Header & Footer, Word Art), Hyperlink, Symbol
- 5.4 Page Layout Menu:** Page Setup (Margin, Orientation, Size, Print Area, Rows to repeat on top)
- 5.5 Formula Menu:** AUTOSUM, AVG, PER, MAX, MIN, COUNT, IF, Date & Time, Round off (to be demonstrated in practical sessions as well)
- 5.6 Data Menu:** Text to Columns
- 5.7 Review Menu:** Changes (Protect Cells, Protect Sheet, Protect Workbook)
- 5.8 View Menu:** Window (Freeze Row, Freeze Columns, Freeze Pane)

Chapter –6 MS-POWERPOINT

04 07

- 6.1 File Menu:** Save, Save As, Print, Export (PDF, Video)
- 6.2 Home Menu:** Clipboard (Cut, Copy, Paste, Format Painter), Slides (New Slide, Layout), Font (Font, Size, Bold, Italics, Underline, Text Highlight, Font Color, Change Case), Paragraph (Bullets & Numbering, Alignment, Line Spacing, Add or Remove Column), Editing (Find, Replace)
- 6.3 Insert Menu:** Table, Images (Pictures, Online Pictures, Screenshot), Illustrations (Shapes, Smart Art, Chart), Link (Hyperlink, Action), Text (Header & Footer, Text Box, Word Art, Slide Number), Media (Video, Audio, Screen Recording)
- 6.4 Design Menu:** Themes, Variants, Customize
- 6.5 Transitions Menu:** Giving Transition, Time and Sound Effects to a Slide
- 6.6 Animations Menu:** Giving Transition, Time and Sound Effects to Slide Contents
- 6.7 Slide Show Menu:** Start slide show, Record Slide Show

Note: Glossary:

Students should be familiar with the glossary of terms pertaining to above mentioned topics.

Recommended Assignments: Assignments have to be submitted by students at the end of the semester on following suggested topics. Any other appropriate topics can be considered.

- 1 Create your own Bio data in MS-Word
- 2 Letter / Application writing
- 3 Create KOT and Restaurant Bill (MS Excel or MS Word)
- 4 Designing menus in MS Word (E.g. French classical 4/5/6 course, Banquet, A' la Carte).
- 5 Use of formulas and conditional formatting in MS Excel using suitable data.
- 6 Create Power point presentation on topic related Hotel Industries with time, transitions and animations.
- 7 Create Power point presentation for startup of an F & B outlet (e.g. Fast food, café, bar, etc.)
- 8 Creating & uploading video on social media or website.
- 9 Creating and executing an online feedback / questionnaire.

Recommended Practical:

Minimum 15 practical's to be conducted based on:-

- 1 MS Word – 04 practical's
- 2 MS Excel – 03 practical's
- 3 MS PowerPoint – 04 practical's
- 4 Creating account & uploading video on social media or website – 02 practical's
- 5 Creating online questionnaire / feedback – 02 practical's

Internal Practical Examination:

Exams to be conducted based on any two tasks done during practical sessions and viva voce.

References:

- 1 Computer Fundamentals – P.K. Sinha
- 2 Computer Fundamentals – R.S. Salaria
- 3 A First Course In Computers – Sanjay Saxena
- 4 Mastering MS-OFFICE – Lonnie E. Moseley & David M. Boodey (BPB· Publication)
- 5 <https://support.microsoft.com/en-us/training>

Course : Food Science

Course Code : SEC 205

Course Credits : 02

Semester : Two

Hours per week : 02

Total Evaluation		
Concurrent	Total Internal Evaluation	Total
50	50	50

Course Outcomes:

CO 1 Introduction to Nutrients and nutritional aspects

CO 2 The students will be able to understand food contamination and learn techniques to prevent food spoilage.

CO 3 The students will be able to calculate Nutritional value and Calorie content in the food item.

CO 4 The students will be able to plan a Balanced Diet for Adolescent and Adults

	Hours	Marks
Chapter – 1 Introduction to microorganisms	5	8
1.1 Introduction to microorganisms, (Algae, Fungi, Yeast, Mould, Bacteria). Harmful and useful microorganisms in food industry		
1.2 Food poisoning and Food infection		
1.3 Food Spoilage (Detection & Prevention from food borne diseases)		
Chapter – 2 Food Preservation & Storage	4	6
2.1 Introduction to types of food preservation techniques		
2.2 The science behind storage of food		
2.3 pH and its role in storage of food		
Chapter – 3 Food Adulteration	6	10
3.1 Food Standards in India (Compulsory – Fruit product order, Meat product order, milk & milk product order, Solvent		

	extracted Oils and Vegetable products control order)		
	3.2 Standards on weights and measures		
	3.3 Food Standards Voluntary- Bureau of Indian standards and Agmark		
	3.4 Identification of common food adulterants in food stuffs like Tea, Coffee, Turmeric, Milk, Sugar, Chilli Powder, Semolina, Ghee, Butter and Oil		
	3.5 HACCP- Definition and importance		
	3.6 Introduction to FOSTAC and FSSAI		
Chapter –4	Food Additives	4	6
	4.1 Definition and types of Food Additives		
	4.2 Introduction to Functional foods, Super foods, Fortified foods		
Chapter –5	Introduction to Nutrition	7	10
	5.1 Important terms (Food, Nutrition, Nutrients, Under nutrition, Over nutrition, Obesity)		
	5.2 Carbohydrate – Sources, functions in the body, effect of heat on carbohydrates, Dietary Fiber		
	5.3 Protein - Sources, functions, effect of heat on proteins		
	5.4 Fat- Sources, functions, effect of heat on fat		
	5.5 Vitamins – Classification, sources, functions, deficiency diseases		
	5.6 Minerals – Sources, functions, deficiency (Sodium, Iron, Calcium, Iodine)		
	5.7 Water- Dietary sources, function, Dehydration, Oedema		
Chapter – 6	Balanced Diet	4	10
	6.1 Definition and importance of Balanced diet and RDA		
	6.2 Introduction to five basic food groups		
	6.3 Planning a balanced diet for different categories of people.		
	6.4 Calculating nutritional values for different recipes		
		Total	30 50

Recommended Assignments:

- 1 Identification of common food adulterants in food stuffs like Tea, Coffee, Turmeric, Milk, Sugar, Chilli Powder, Semolina, Ghee, Butter and Oil
- 2 Identification of different food additives mentioned on packaged food
- 3 Planning a Balanced diet for adolescents, working people, athlete
- 4 Calculation of nutrients, total calorie content in the given food item

Reference Books

- 1 Hand book of Food and Nutrition- by M. Swaminathan
 - 2 Nutrition and Dietetics - by Shubhangini Joshi
 - 3 Food Hygiene and Sanitation - by SunetraRoday
 - 4 Food Science and Nutrition - by SunetraRoday
 - 5 Catering Science and food Safety- A text book for Hospitality students – by Dr. AsmitaThaokar& Sumitra Deshmukh
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Course : Environmental Studies - II

Course Code : AECC 206

Course Credits : 02

Semester : One

Hours per week : 2 (2 Theory)

Internal Evaluation		Total Evaluation
Concurrent Evaluation	Total Evaluation	
50	50	50

Course Outcomes:

CO 1 Familiarization with the importance and concept of environmental pollution and waste management system

CO 2 Update on the policies, practices and laws pertaining to the environment

CO 3 Analyze the impact of Human communities on environment, disaster management, environmental ethics and environmental communication

	Hours	Marks
Chapter – 1 Environmental Pollution	10	10
1.1 Environmental pollution : types, causes, effects and controls; Air, water, soil and noise pollution		
1.2 Nuclear hazards and human health risks.		
1.3 Solid waste management: Control measures of urban and industrial waste.		
1.4 Pollution case studies.		
Chapter – 2 Environmental Policies & Practices	09	15
2.1 Climate change, global warming, ozone layer depletion, acid rain and impacts on human communities and agriculture		
2.2 Environment Laws: Environment Protection Act; Air (Prevention & Control of Pollution) Act; Water (Prevention and control of Pollution) Act; Wildlife Protection Act; Forest Conservation Act. International agreements: Montreal and Kyoto protocols and Convention on		

	Biological Diversity (CBD).		
	2.3 Nature reserves, tribal populations and rights, and human wildlife conflicts in Indian context.		
Chapter – 3	Human Communities and the Environment	06	15
	3.1 Human population growth: Impacts on environment, human health and welfare.		
	3.2 Resettlement and rehabilitation of project affected persons; case studies		
	3.3 Disaster management: floods, earthquake, cyclones and landslides.		
	3.4 Environmental movements: Chipko, Silent valley, Bishnois of Rajasthan.		
	3.5 Environmental ethics: Role of Indian and other religions and cultures in environmental conservation.		
	3.6 Environmental communication and public awareness, case studies (e.g. CNG vehicles in Delhi).		
Chapter –4	Field work	05	10
	4.1 Visit to an area to document environmental assets: river/ forest/ flora/fauna, etc.		
	4.2 Visit to a local polluted site- Urban/Rural/Industrial/Agricultural.		
	4.3 Study of common plants, insects, birds and basic principles of identification.		
	4.4 Study of simple ecosystems-pond, river, Delhi Ridge, etc		
	Total	30	50

Recommended Assignments:

- 1 Case studies related to a) Air Pollution b) Water Pollution c) Soil Pollution d) Noise pollution
- 2 Use of alternate renewable resources in the hospitality industry
- 3 Case Studies related to Environment Conservation Movement
- 4 Case Study on adverse impact of tourism on environment
- 5 Field Visit to Rajiv Gandhi National Park - Snake Park Katraj Pune

Reference Books

- 1 Carson, R. 2002. Silent Spring. Houghton Mifflin Harcourt.
- 2 Gadgil, M., & Guha, R. 1993. This Fissured Land: An Ecological History of India.

Univ. of California Press.

- 3 Gleeson, B. and Low, N. (eds.) 1999. *Global Ethics and Environment*, London, Routledge.
- 4 Gleick, P. H. 1993. *Water in Crisis*. Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute, Oxford Univ. Press.
- 5 Groom, Martha J., Gary K. Meffe, and Carl Ronald Carroll. *Principles of Conservation Biology*. Sunderland: Sinauer Associates, 2006.
- 6 Grumbine, R. Edward, and Pandit, M.K. 2013. Threats from India's Himalaya dams. *Science*, 339 : 36-37.
- 7 McCully, P. 1996. *Rivers no more: the environmental effects of dams* (pp. 29-64). Zed Books.
- 8 McNeill, John R. 2000. *Something New Under the Sun: An Environmental History of the Twentieth Century*.
- 9 Odum, E.P., Odum, H.T. & Andrews, J. 1971. *Fundamentals of Ecology*. Philadelphia: Saunders.
- 10 Pepper, I.L., Gerba, C.P. & Brusseau, M.L. 2011. *Environmental and Pollution Science*. Academic Press.
- 11 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*. 8 th edition. John Wiley & Sons.
- 13 Rosencranz, A., Divan, S., & Noble, M.L. 2001. *Environmental law and policy in India*. Tripathi 1992.
- 14 Sengupta, R. 2003. *Ecology and economics : An approach to sustainable development*. OUP
- 15 Singh, J.S., Singh, S.P. and Gupta, S.R. 2014. *Ecology, Environmental Science and Conservation*. S. Chand Publishing, New Delhi.
- 16 Sodhi, N.S., Gibson, L. & Raven, P.H. (eds). 2013. *Conservation Biology: Voices from the Tropics*. John Wiley & Sons.
- 17 Thapar, V. 1998. *Land of the Tiger: A Natural History of the Indian Subcontinent*.
- 18 Warren, C. E. 1971. *Biology and Water Pollution Control*. WB Saunders.
- 19 Wilson, E. O. 2006. *The Creation: An appeal to save life on earth*. New York: Norton.
- 20 World Commission on Environment and Development. 1987. *Our Common Future*. Oxford University Press
