

HM-201

FOOD PRODUCTION & PÂTISSERIE

TEACHING SCHEME:

Theory	: 3 Hrs/week
Practical	: 3 Hrs/week

ASSESSMENT SCHEME :

	MARKS	DURATION
Theory	: 70	3Hrs
Practical	: 50	3Hrs
Internal	: 30	
TOTAL	<hr/> 150	

OBJECTIVE:

During the course the students should.

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

COURSE CONTENT

1.1- COMMODITIES:

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

PULSES: Composition, Type & Cooking.

1.2- COMMODITIES:

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

CHEESE : Products of cheese, Types of cheese.

EGGS: Composition uses and cooking of Egg.

2.1- COMMODITIES:

VEGETABLES: Classification, Selection and cooking.

FRUITS.

2.2- COMMODITIES:

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

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

POULTRY: Classification, Selection, Preparation and Cooking.

3 - MENU PLANNING & RECIPE FORMULATION:

Menu planning: Factors affecting menu planning.

Standard recipes: Definition, writing and costing.

4- BAKERY SCIENCE:

Identification and handling of raw materials.

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

Functions of ingredients in bakery products.

5- BAKERY SCIENCE: BREAD MAKING.

Method of bread making.

Straight dough method.

Sponge and dough method.

Salt delayed method.

Flying ferment method.

Bread faults, Diseases and remedies.

TEXT READINGS.

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

PRACTICALS

1. At least nine menus
(3 course) of basic nature comprising of: 5 Continental / European, 3 Indian, 1 Chinese
2. Bakery practical to cover the following:
 - a) Bread making – Straight dough method.
 - b) Short crust pastry and its products: Tarts, Pie etc.
 - c) Flaky & puff pastry and their products: Patties, Palmiers, Cheese Straw, Vol-au-vents, Cream horns etc.
 - d) Choux Pastry and its products: Éclairs, Profit rolls
 - e) Sponge Cakes: Genois sponge, Fatless sponge.
 - f) Icing: Butter icing water icing.
 - g) Assembling cakes.
 - h) Heavy cake : Pound cake.
 - i) Cookies with basic cookie paste.

HM-202

FOOD & BEVERAGE ADVANCE

TEACHING SCHEME:

Theory	: 3 Hrs/week
Practical	: 3 Hrs/week

ASSESSMENT SCHEME :

	MARKS	DURATION
Theory	: 70	3Hrs
Practical	: 50	3Hrs
Internal	: 30	
TOTAL	<u>150</u>	

OBJECTIVE:

By the end of the semester the students should be able to:

- 1) Understand the functions of the ancillary departments of food & beverage.
- 2) Understand the organization and functions of the Room service department of a hotel.
- 3) Understand different non-alcoholic beverages with their preparation and service.
- 4) Develop knowledge of the restaurant control system.
- 5) Understand the processing, manufacturing, and service of cigar & cigarettes.
- 6) Acquire the requisite technical skills for competent service of food and beverage.

COURSE CONTENT

1- ANCILLARY DEPARTMENTS:

Pantry, Still room, Platter room, Hotplate, Wash up, Linen Store, Kitchen Stewarding- a brief description.

2- ROOM SERVICE:

Types of room service Centralized / Decentralized / Decentralized Mobile.
List of equipments.
Trolley and tray setup.
House rules of room service waiter.
Room Service menu.

3- NON ALCOHOLIC BEVERAGES:

Tea and coffee: Types, Manufacturing, Brand, Varieties, Service.
Milk Based drinks.
Juices.

Soft dinners

Mineral Water and Tonic Water.

4- RESTAURANT OPERATION CONTROL SYSTEM

Necessity of good control system.

Functions of control system.

Types of K.O.T.

Taking orders and presenting bills.

Duplicate and triplicate checking systems.

Inter-departmental transfer, summary sheet etc.

5- TOBACCO

Processing & manufacturing of Cigarettes, Cigar & Pipe.

Storage and service of Cigarettes and Cigars.

TEXT READINGS

Sudhir Andrews

Denni R. Lillicrap

John Fuller

F&B Service Training Manual

F&B Service

Modern Restaurant Service

PRACTICALS

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

HM-203

HOTEL HOUSEKEEPING MANAGEMENT

TEACHING SCHEME:

Theory	: 3 Hrs/week
Practical	: 3 Hrs/week

ASSESSMENT SCHEME :

	MARKS	DURATION
Theory	: 70	3Hrs
Practical	: 50	3Hrs
Internal	: 30	
TOTAL	<hr/> 150	

OBJECTIVES

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

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

COURSE CONTENT

1- PUBLIC AREA CLEANING.

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

2- FLOOR FINISHES.

Types and methods of cleaning.

3- WALL FINISHES.

4- DAILY ROUTINES & SYSTEMS OF HOUSEKEEPING DEPARTMENT.

4.1-CLERICAL JOBS DONE IN THE HOUSEKEEPING DEPARTMENT.

5- GUEST ROOM INSPECTION.

5.1 -COMPOSITION, CARE AND CLEANING OF.

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

TEXT READINGS.

M.A. Vagisr, Ogale

Sudhir Andrews

Joan C. Branson

Georgira Tucker

Home Management

Hotel Housekeeping

Hotel, Hostel & Hospital Housekeeping

The Professional Housekeeper

PRACTICALS

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

HM-204

HOTEL ACCOUNTING

TEACHING SCHEME:

Theory : 3 Hrs/week

ASSESSMENT SCHEME :

	MARKS	DURATION
Theory	: 70	3Hrs
Internal	: 30	
TOTAL	<hr/> 100	

OBJECTIVES:

By the end of the semester the students will be able to.

1. Know departmental accounting.
2. Conceptualize uniform system of accounting.
3. Understand the responsibilities of accounts departmental.
4. Know the concepts, role. Requirements & limitations of internal audit.

COURSE CONTENT

1-DEPARTMENTAL ACCOUNTING.

Definition and objectives; Changes required in the book keeping records, Main methods of departmental accounting, Gross profit method, Net profit method, Departmental profit method.

2-UNIFORM SYSTEM OF ACCOUNTING.

Concepts; Conditions for uniform system of accounting; Necessities; Advantages and disadvantages; Various kind of schedules, Room schedule, F&B Schedule, Telephone Schedule, income statement presentation.

3-RESPONSIBILITIES OF ACCOUNTS DEPARTMENT.

Types of fraud and error; Control for cash receipts and small payments, Effective control for small business, Limitation of effectiveness.

4-INTERNAL AUDIT

Concept; Role of internal auditor, Requirements of internal audit department, Limitations.

5-NIGHT AUDIT

TEXT READINGS

G.S. Rawat

J.R. Botlibol

Dr. R.K. Gupta & Vardhaman

Elements of Accountancy.

Book-keeping.

Book-keeping and accountancy.

HM-205

FRONT OFFICE OPERATION & MANAGEMENT

TEACHING SCHEME:

Theory	: 3 Hrs/week
Practical	: 3 Hrs/week

ASSESSMENT SCHEME :

	MARKS	DURATION
Theory	: 70	3Hrs
Practical	: 50	3Hrs
Internal	: 30	
TOTAL	<hr/> 150	

OBJECTIVES:

The objective is to make student aware of:

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

COURSE CONTENT

1-STARTING THE WORK SHIFT

2-CHECK IN PROCEDURES

Greeting the guest.

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

Allotment of rooms.

Handing over keys

Work flow chart.

3-CHECK IN PROCEDURES FOR SPECIAL CASES

Foreigners.

VIPs.

4-HANDLING GROUP ARRIVALS

Types of groups.

Rooming list.

Pre arrival list.

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

Post arrival activities with reference to group types.

Flow chart.

**5-ENDING WORK SHIFT, HANDING OVER TO NEXT SHIFT.
NIGHT AUDIT.**

Job, Duties & Responsibilities of night auditor.

Compilation of reports and statistics.

Preparation of transcript.

TEXT READINGS.

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

PRACTICALS

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

HM-206

FOOD SCIENCE

TEACHING SCHEME:

Theory : 3 Hrs/week

ASSESSMENT SCHEME :

	MARKS	DURATION
Theory	: 70	3Hrs
Internal	: 30	
TOTAL	<hr/> 100	

OBJECTIVES:

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

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

COURSE CONTENT:

1- FOOD SPOILAGE.

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

2- METHODS OF FOOD PRESERVATION.

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

2.1-FOOD STORAGE

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

3- FOOD AND WATER BORNE DISEASES, INTOXICANTS AND PREVENTATION

Sources, Effects and prevention.

4-FOOD ADDITIVES.

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

5-CHEMICAL PROCESSES INVOLVED IN FOOD PREPARATION.

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

TEXT READINGS.

Mohini Seth
S.K. Kulshreshtha
Ronald Kinton
Norman W. Dessies
Richard Lacey
Duru Jagtiani

Catering Management.
Food Preservation.
The Theory of Catering.
Food Preservation.
Unfit for human consumption.
Fruit Preservation.