

## **SYLLABUS FOR II- SEM**

**HM – 201**

**FOOD PRODUCTION**

**HM - 202**

**F & B SERVICE**

**HM – 203**

**FRONT OFFICE**

**HM – 204**

**HOUSEKEEPING**

**HM – 205**

**COMPUTER APPLICATION**

**HM -206**

**FOOD SCIENCE**

# HM – 201 FOOD PRODUCTIONS – II

## **OBJECTIVE:**

During the course the students should:

- a. Learn about the various commodities required for food production, their market Forms, selection, storage and use.
- b. Understand the fundamentals of menu planning & standard recipes.
- c. Enhance the basic culinary skills.
- d. Know in detail about Indian cuisine

## **COURSE CONTENT:**

### **UNIT 1**

#### **MENU PLANNING RECIPE FORMULATION:**

- a. Menu Planning: Factors affecting menu planning.
- b. Standard Recipes: Definition, writing, format and costing.

#### **BREAKFAST COOKERY**

- a. English, American, Indian -regional Breakfast
- b. Eggs, cereals, rolls and other breakfast varieties.

### **UNIT 2**

#### **COMMODITIES**

- a. MILK AND MILK PRODUCTS: Composition of milk, storage, types of milk, cream, Butter, curd
- b. CHEESE: Production of cheese, types of cheese.
- c. VEGETABLES: Classification, selection
- d. FRUITS: Classification, selection

### **UNIT-3**

#### **KNOWLEDGE OF INDIAN FOOD:**

- a. Ingredients,
- b. Spices & Gravies
- c. Study Of Indian Sweets,
- d. Accompaniments
- e. Indian Breads

### **UNIT-4**

#### **STUDY OF VARIOUS REGIONALS CUISINES**

- a) Punjabi
- b) Gujrati
- c) Kashmiri
- d) South Indian
- e) Goan
- f) Bengali
- g) Maharastrian
- h) Moghalai
- i) Rajasthani

**PRACTICALS (HM – 251)**

1. Various Breakfasts preparations.
2. Preparation of Basic Indian Gravies
3. Menus comprising of five Dishes each to cover Indian Regional Cuisine.

**REFERENCE BOOKS:**

Larouse Gastronomique-Cookery Encyclopedia, Paul Hamlyn

Professional Baking-Wayne Glasslen

Modern Cookery-Philip E Thangam

Baking-Martha Day

Classical Food Preparation & Presentation-W K H Bode

The Creative Art Of Garnishes-Yvette Stachowiak

# HM – 202 FOOD & BEVERAGE SERVICES – II

## Objective

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

- a. Understand various restaurant services.
- b. Understand type of meal and menu.
- c. Develop knowledge of the restaurant control system.
- d. Understand the processing manufacturing and service of cigar and cigarettes.
- e. Acquire the requisite technical skills for competent service of Food & Beverage.

## COURSE CONTENT:

### UNIT 1

#### RESTURANT SERVICE:

- a. Forms and methods of services: English; French & Russian
- b. Mise-en- place, side-board, mise-en-scene. Pre-plated etc.
- c. Receiving the Guests & Social Skills
- d. Service of a Table

### UNIT 2

#### TYPE OF MEALS & MENU:

- a. Types of meal: Breakfast Lunch/Dinner/Supper/Brunch/High tea, Afternoon snacks.
- b. Type of Menu: Table d' hote, A la carte, carte-du-jour.
- c. Courses of French classical menu
- d. Fundamental of menu planning Continental, Indian with accompaniments.
- e. Breakfast menu: English, American, Continental, Indian

### UNIT 3

#### RESTAURANT OPERATION CONTROL SYSTEM:

- a. Necessity of good control system.
- b. Functions of control system.
- c. K.O.T./ B.O.T.
- d. Taking order and presenting bills./bills voiding ,cancellation method.
- e. Duplicate and triplicate checking system.
- f. Inter-departmental transfer, summary sheet, control of cash & credit sales.
- g. Volume forecasting.
- h. Control by selling price.

### UNIT 4

#### TOBACCO:

- a. Processing and manufacturing of tobacco cigarettes, cigar & pipe.
- b. Storage and service of cigarettes and cigar, national & international brand name of cigars & cigarettes

## **PRACTICALS HM - 252**

1. Revision of F&B Practical – I.
2. Layout of different food service areas and ancillary departments (Drawing).
3. Various types of napkin folding.
4. Receiving guests.
5. Order taking for food & beverages, preparation for 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 cigar & cigarettes.
9. Preparation of bills and its presentation of the guest.
10. Arrangement & use of side board practice of mise-en place & mise-en -scene.

## **REFERENCE BOOKS:**

Sudhir Andrews: F & B Service Trg. Manual

Denni R. Lillicrap: F & B Service

John Walleg: Professional Restaurant Service

Brian Varghese: Professional F& B Service Management

Brown, Heppner & Deegan: Introduction to F&B Service

## **HM – 203 FRONT OFFICE OPERATIONS – II**

### **OBJECTIVE:**

The objective is to make students aware of:

- a. Registration, its types, importance and other aspects.
- b. The components of registration process for individual guest, foreigners and VIP's.
- c. To understand Night Auditing Process

### **COURSE CONTENT:**

#### **UNIT 1**

##### **CHECK IN PROCEDURE:**

- a. Greeting the guest.
- b. Registration: Types of registration, types of record maintained importance of registration.
- c. Allotment of room's keys
- e. Work flow chart.

##### **CHECK IN PROCEDURES FOR SPECIAL CASES:**

- a. Foreigners With details of Form C
- b. VIP's.
- c. Walk-in.
- d. Confirmed reservation

#### **UNIT 2**

##### **HANDLING GROUP ARRIVALS:**

- a. Types of groups.
- b. Rooming list.
- c. Pre arrival procedures.
- d. Welcoming and handling of group at the time of actual check-in.
- e. Post arrival activities with reference to group types.
- f. Flow chart.
- g. Room change procedure.

#### **UNIT 3**

##### **NIGHT AUDIT:**

- a. Duties and responsibilities of night auditor.
- b. Process of Night Auditing
- c. Completion of reports and statistics.

- d. Preparation of transcript & various reports
  - e. Occupancy Forecasting
- (Meaning & Different Formulas use for establishing hotel performance)

#### **UNIT 4**

##### **Room Tariff Formulation**

- a. Factors affecting Room Tariff
- b. Basis for establishing end of the Day
- c. Room Rate Designation
- d. Room Tariff Fixation

##### **PRACTICALS (HM - 253)**

1. Recapitulation of the semester – I Practicals.
2. Greeting and receiving the guest.
3. Registration procedure of guests : walk-in, reserved.
4. Allotment of room and handling 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.

##### **REFERENCE BOOKS:**

Dennis L. Foster: Back Office Operation & Admn.  
Dennis L. Foster: Front Office Operation & Admn  
Sudhir Andrews: Hotel Front Office  
Colin Dix & Chirs Baird: Front Opretions  
Kasavana & Brooks: Managing Front office Opretions

# HM – 204 HOUSEKEEPING- II

## **OBJECTIVE:**

To complete the student experience of all housekeeping routines including:

- a. Students will get the knowledge about the public area cleaning task & contract cleaning.
- b. Floors – types of floor finishes, methods of cleaning.
- c. Knowledge about wall finishes, their types, uses and cleaning wall covering.
- d. Daily routine of the housekeeping department including clerical job of the Housekeeping.
- e. Learn about inspection of guest room.
- f. Cleaning and care of metals: Brass, silver etc. and their compositions.

## **COURSE CONTENT:**

### **UNIT 1**

#### **Room layout and guest supplies.**

- a) Standard room, VIP room, deluxe room, suit room
  - b) Guest special request
- Area of cleaning-
- a) Guest room
  - b) Front of the house
  - c) Back of the house.

**Contract Cleaning:** Types, Advantages and disadvantages,  
Contract Services in Housekeeping.

### **UNIT 2**

#### **WALL FINISHES:**

Different wall finishes in rooms, public and back areas,  
Wall papers: Uses, merits and demerits.

#### **FLOOR FINISHES:**

Classification and characteristics: Hard and soft floor finishes methods of cleaning.

### **UNIT 3**

#### **DAILY ROUTINES & SYSTEMS OF HOUSEKEEPING DEPARTMENT:**

Housekeeping - Day

Control Desk Activities, Duty Roasters.

Forms of formats record and registers handling difficult situation.

Guest Room Inspection – Check List

### **UNIT 4**



## **COMPOSITION, CARE AND CLEANING OF:**

Metals, glass, leather, plastic, ceramic and wood.

### **PRACTICALS (HM – 254)**

#### **1. Basic cleaning procedure in guest room:**

- a. Check-out room.
- b. Occupied room.
- c. Vacant room.
- d. Evening service.
- e. Clerical jobs to undertaken in the above cases.

#### **2. Public area cleaning programmed:**

- a. Regular (Daily)
- b. Periodical (Weekly)
- c. Special (spring)

#### **3. Floor polishing and finishing:**

- a. Different stones like granite, marble, sand stone and other hard surfaces.
- b. Wooden
- c. Synthetic flooring
- d. Soft flooring.

#### **4. Cleaning and care of:**

- a. Different metals e.g. brass silver and E.P.N.S., stainless steel, copper, iron etc.
- b. Glass
- c. Plastic
- d. Leather
- e. Ceramic

#### **5. Guest room inspection: Check-list**

#### **REFERENCE BOOKS:**

Sudhir Andrews: Hotel Housekeeping

Joan C. Branson: Hotel, Hostel & Hospital Housekeeping

Rose Mary & Heinemann: Housekeeping Management for Hotels

Devid Allen, Hutchinson: Accommodation & Cleaning Services

## **HM – 205      COMPUTER APPLICATIONS**

### **OBJECTIVE:**

The objective of the course:

- a. Introduce the students to computer and computer hardware.
- b. Systematically develop the computer operating skills.
- c. Knowledge of Operating System MS-DOS.
- d. Knowledge of Word Processing: MS-WORD – 2010
- e. Operating knowledge of Networking, Internet, E-mail

### **COURSE CONTENT:**

#### **UNIT 1**

##### **INTRODUCTION TO COMPUTERS**

- a. Historical evaluation of computers.
- b. Generation, classification, characteristics & limitation of computers.
- c. Overview of computer architecture and organization.
- d. Networking concepts; LAN, VAN, MAN, Internet.

#### **UNIT 2**

##### **AN OVERVIEW OF MS-DOS**

- a. Introduction to operating system.
- b. Booting components, internal & external commands and Directory Commands.
- c. File Management Commands.
- d. Disc Management Commands.
- e. Batch Files & Configuring.

#### **UNIT 3**

##### **OVERVIEW OF WINDOWS 2010**

- a. The user interface.
- b. The Control Panel.
- c. Various Windows Features.
- d. E-mail, Net Meeting, Web Browsing.
- e. Communication & Internet Explorer.

#### **UNIT 4**

**MS WORD 2010**

- a. Basics of Word Processing.
- b. Viewing, Editing, Finding & Replacing Text.
- c. Proofing Documents: Correcting Spell Check, Grammar Command, Auto Commands.
- d. Mail Merge.
- e. Working with Tables & Charts.
- f. Creating Basic HTML Documents.

**PRACTICALS (HM - 255)**

1. MS-DOS
2. Windows 2010
3. MS-WORD

**Books for reference**

Fundamentals of computers:V. Rajaraman

Mastering Microsoft office:Lonnie E Moseley & David M.Boobey

# **HM -206 FOOD SCIENCE**

## **OBJECTIVE:**

To give knowledge of food science so that students will be able to apply this Knowledge in producing quality food products.

## **COURSE CONTENT:**

### **UNIT 1**

#### **EFFECT OF HEAT ON FOOD AND ITS NUTRITENTS:**

- a. Proteins
- b. Carbohydrate
- c. Fats
- d. Vitamins
- e. Minerals.

### **UNIT 2**

#### **FOOD PROCESSING & PRESERVATION**

- a. Definition
- b. Objectives
- c. Types of Treatment
- d. Effect of factors like acid, alkali on food constituents

### **UNIT 3**

#### **EVALUATION OF FOOD**

- a. Objectives
- b. Sensory assessment of food quality
- c. Methods
- d. Introduction to proximate analysis of food constituents
- e. Rheological aspects of food

### **UNIT 4**

#### **EMULSIONS & COLLOIDS**

- a. Definition
- b. Theory of Emulsification
- c. Types of Emulsions
- d. Emulsifying agents
- e. Role of emulsifying agents in food emulsions
- f. Application of colloid systems in food preparation

## **UNIT 5**

### **NEW TRENDS IN FOOD**

- a. Introduction**
- b. New trends in food Packaging** – Aseptic Packaging, Modified Atmosphere Packaging  
Edible films
- c. Food Additives** – Numbering of additives, types of additives
- d. Adulteration** - Definition, common food adulterants & detection of adulterants (Physical & Chemical) in various food groups.

### **RECOMMENDED BOOKS**

1. Food Science & Nutrition – Sunetra Roday
2. Food Science – B. Srilakshami
2. Food & Nutrition (VOL I & II) - Dr. M Swaminathan.
3. Nutrition & Dietetics – Shubhangim A Joshi.