

*SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED*

*BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY*

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**Salient Features:-**

Syllabus includes all important aspects of food production.

**Learning Objectives:-**

To prepare the students to cater to the need of the industry, it is important to inculcate in them sound knowledge of the principles of Food Production so that they can be put to use in an efficient & effective way.

**Out-come:-**

Will prepare students to understand culinary history, aims and objectives of cooking and various methods food production. It will also help students to learn the various aspects of cooking.

<b>Name of the Course: FOUNDATION COURSE IN FOOD PRODUCTION - I</b>		<b>Theory</b>
<b>Course code: CCHMCT - I A</b>	<b>Semester : I</b>	
<b>Credits : - 2</b>		
<b>Theory :3 hrs/week</b>	<b>Maximum Marks : 50</b> <b>Internal: 10</b> <b>External: 40</b>	
<b>Contents</b>		<b>Marks</b>
1.	<b>CULINARY HISTORY</b> <ul style="list-style-type: none"><li>• Culinary history -Development of the culinary art from the middle ages to modern cookery,</li><li>• Indian regionalcuisine,</li><li>• Popular International cuisine, French, Italian, Chinese. And their basic Characteristics</li></ul>	<b>02</b>
2.	<b>INTRODUCTION TO COOKERY</b> <ul style="list-style-type: none"><li>• Levels of skills and experiences</li><li>• Attitudes and behaviour in the kitchen</li><li>• Personal hygiene</li><li>• Uniforms &amp; protective clothing</li><li>• Safety procedure in handling equipment</li></ul>	<b>04</b>
3.	<b>HIERARCHY AREA OF DEPARTMENT AND KITCHEN</b> <ul style="list-style-type: none"><li>• Classical Brigade</li><li>• Modern staffing in various category hotels</li><li>• Roles of executive chef</li><li>• Duties and responsibilities of various chefs</li><li>• Co-operation with other departments</li></ul>	<b>04</b>
4	<b>CULINARY TERMS</b> <ul style="list-style-type: none"><li>• List of culinary (common and basic) terms</li><li>• Explanation with examples</li><li>• Western and Indian Culinary terms</li></ul>	<b>03</b>
5.	<b>AIMS &amp; OBJECTS OF COOKING FOOD</b> <ul style="list-style-type: none"><li>• Aims and objectives of cooking food</li><li>• Various textures</li><li>• Various consistencies</li><li>• Techniques used in pre-preparation</li><li>• Techniques used in preparation</li><li>• Principles of a balanced and a healthy diet</li></ul>	<b>05</b>

6	<b>METHODS OF COOKING FOOD</b> <ul style="list-style-type: none"> <li>• Roasting</li> <li>• Grilling</li> <li>• Frying</li> <li>• Baking</li> <li>• Broiling</li> <li>• Poaching</li> <li>• Boiling</li> <li>• stewing</li> <li>• Principles of each of the above</li> <li>• Care and precautions to be taken</li> <li>• Selection of food for each type of cooking</li> </ul>	06
7.1	<b>VEGETABLE AND FRUIT COOKERY</b> <ul style="list-style-type: none"> <li>• Introduction - classification of vegetables</li> <li>• Pigments and colour changes</li> <li>• Effects of heat on vegetables</li> <li>• Cuts of vegetables</li> <li>• Classification of fruits</li> <li>• Uses of fruit in cookery</li> <li>• Salads and salad dressings</li> </ul>	06s
7.2	<b>STOCKS</b> <ul style="list-style-type: none"> <li>• Definition of stock</li> <li>• Types of stock</li> <li>• Preparation of stock</li> <li>• Recipes</li> <li>• Storage of stocks</li> <li>• Uses of stocks</li> <li>• Care and precautions</li> </ul>	
7.3	<b>SAUCES</b> <ul style="list-style-type: none"> <li>• Classification of sauces</li> <li>• Recipes for mother sauces</li> <li>• Storage &amp; precautions</li> </ul>	
8.1	<b>COMMODITIES</b> <b>Shortenings (Fats &amp; Oils)</b> <ul style="list-style-type: none"> <li>• Role of Shortenings</li> <li>• Varieties of Shortenings</li> <li>• Advantages and Disadvantages of using various Shortenings</li> <li>• Fats &amp; Oil - Types, varieties</li> </ul>	06
8.2	<b>Raising Agents</b> <ul style="list-style-type: none"> <li>• Classification of Raising Agents</li> <li>• Role of Raising Agents</li> <li>• Actions and Reactions</li> </ul>	
8.3	<b>Thickening Agents</b> <ul style="list-style-type: none"> <li>• Classification of thickening agents</li> <li>• Role of Thickening agents</li> </ul>	

8.4	<b>Sugar</b> <ul style="list-style-type: none"> <li>• Importance of Sugar</li> <li>• Types of Sugar</li> <li>• Cooking of Sugar - various</li> </ul>	
9	<b>Bakery</b> <ul style="list-style-type: none"> <li>• <b>Bread Making:</b> Recipes and method of baking different types of breads eg. White, Brown, Frenchbread loaf etc.</li> <li>• <b>Simple Cakes</b></li> <li>• <b>Cookies</b></li> <li>• <b>Simple Hot and Cold Puddings, Mousse, Souffle &amp; Bavarois</b></li> </ul>	<b>04</b>
	<b>Total</b>	<b>40</b>

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<b>Name of the Course: FOUNDATION COURSE IN FOOD PRODUCTION</b>		<b>Practical</b>
<b>Course code: CCBHMCT P-I A</b>	<b>Semester : I</b>	
<b>Teaching Scheme</b>	<b>Maximum Marks : 50</b> <b>Internal: 10</b> <b>External: 40</b>	
<b>Practical : 8hrs</b>		
<b>Credits : - 2</b>		
<b>Contents</b>		
1.	<ul style="list-style-type: none"><li>• Equipments - Identification, Description, Uses &amp; handling</li><li>• Hygiene - Kitchen etiquettes, Practices &amp; knife handling</li><li>• Safety and security in kitchen</li></ul>	
2.	<b>Vegetables</b> <ul style="list-style-type: none"><li>• Classification</li><li>• Cuts - julienne, jardinière, macedoine, brunoise, paysanne, mignonette, dices, cubes, shred, mirepoix</li><li>• Preparation of salad dressings</li></ul>	
3.	<b>Basic Cooking methods and pre -preparations</b> <ul style="list-style-type: none"><li>• Blanching of Tomatoes and Capsicum</li><li>• Preparation of concasse</li><li>• Boiling (potatoes, Beans, Cauliflower, etc)</li><li>• Frying - (deep frying, shallow frying, sautéing) Aubergines, Potatoes, etc.</li><li>• Braising - Onions, Leeks, Cabbage</li><li>• Starch cooking (Rice, Pasta, Potatoes)</li></ul>	
4	<b>Stocks</b> <ul style="list-style-type: none"><li>• Types of stocks (White and Brown stock)</li><li>• Fish stock</li><li>• Emergency stock</li><li>• Fungi stock</li></ul>	
5.	<b>Sauces - Basic mother sauces</b> <ul style="list-style-type: none"><li>• Béchamel</li><li>• Espagnole</li><li>• Veloute</li><li>• Hollandaise</li><li>• Mayonnaise</li><li>• Tomato</li></ul>	
6.1	<b>Simple Salads &amp; Soups</b> <ul style="list-style-type: none"><li>• Cole slaw,</li><li>• Potato salad,</li><li>• Beet root salad,</li><li>• Green salad,</li><li>• Fruit salad,</li><li>• Consommé</li></ul>	

6.2	<b>Simple Egg preparations</b> <ul style="list-style-type: none"> <li>• Scotch egg,</li> <li>• Assorted omelettes,</li> <li>• Oeuf Florentine</li> <li>• Oeuf Benedict</li> <li>• Oeuf Farci</li> <li>• Oeuf Portugese</li> </ul>	
6.3	<b>Simple potato preparations</b> <ul style="list-style-type: none"> <li>• Baked potatoes</li> <li>• Mashed potatoes</li> <li>• French fries</li> <li>• Roasted potatoes</li> <li>• Boiled potatoes</li> <li>• Lyonnaise potatoes</li> <li>• Allumettes</li> </ul>	
6.4	<b>Vegetable preparations</b> <ul style="list-style-type: none"> <li>• Boiled vegetables</li> <li>• Glazed vegetables</li> <li>• Fried vegetables</li> <li>• Stewed vegetables.</li> <li>•</li> </ul>	
7	<b>Bakery Equipments and Ingredients</b> <ul style="list-style-type: none"> <li>• Identification</li> <li>• Uses and handling</li> <li>• Ingredients - Qualitative and quantitative measures</li> </ul>	
8	<b>BREAD MAKING</b> <ul style="list-style-type: none"> <li>• Demonstration &amp; Preparation of Simple and enriched bread recipes</li> <li>• Bread Loaf (White and Brown)</li> <li>• Bread Rolls (Various shapes)</li> <li>• French Bread</li> <li>• Brioche</li> <li>•</li> </ul>	
9	<b>SIMPLE COOKIES</b> <ul style="list-style-type: none"> <li>• Demonstration and Preparation of simple cookies like</li> <li>• Nan Khatai</li> <li>• Golden Goodies</li> <li>• Melting moments</li> <li>• Swiss tart</li> <li>• Tri colour biscuits</li> <li>• Chocolate chip</li> <li>• Cookies</li> <li>• Chocolate CreamFingers</li> <li>• Bachelor Buttons.</li> </ul>	

**Reference Books:**

1. Practical Cookery- Victor Ceserani & Ronald Kinton, ELBS
2. Theory of Catering- Victor Ceserani & Ronald Kinton, ELBS
3. Theory of Catering- Mrs. 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, Polson
6. The Book of Ingredients- Jane Grigson
7. Food Commodities- Bernard Davis

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**Salient Features:-**

Syllabus includes all important aspects of food and beverage service.

**Learning Objectives:-**

The course will give the students a comprehensive knowledge and develop technical skills in the basic aspects of food & beverage service operations in the Hotel Industry.

**Out-come:-**

Will prepare students to understand hotel and catering industry, departmental organization and staffing. It will also help students to learn the alcoholic and non alcoholic beverages.

<b>Name of the Course : FOUNDATION COURSE IN FOOD &amp; BEVERAGE SERVICE –I</b>		<b>Theory</b>
<b>Course code: CCHMCT -II A</b>	<b>Semester : I</b>	
<b>Credits : - 2</b>		
<b>Theory : 3 hrs/week</b>	<b>Maximum Marks : 50</b> <b>Internal: 10</b> <b>External: 40</b>	
<b>Contents</b>		<b>MARKS</b>
1.	<b>THE HOTEL &amp; CATERING INDUSTRY</b> <ul style="list-style-type: none"><li>• Introduction to the Hotel Industry and Growth of the hotel Industry in India</li><li>• Types of F&amp;B operations</li><li>• Classification of Commercial, Residential/ Non -residential</li><li>• Philanthropic/ Welfare Catering - Industrial/ Institutional/ Transport</li></ul>	<b>06</b>
2.	<b>DEPARTMENTAL ORGANISATIONS &amp; STAFFING</b> <ul style="list-style-type: none"><li>• Organisation of F&amp;B department of hotel</li><li>• Principal staff of various types of F&amp;B operations</li><li>• French terms related to F&amp;B staff</li><li>• Duties &amp; responsibilities of F&amp;B staff</li><li>• Attributes of a waiter</li><li>• Inter-departmental relationships</li></ul>	<b>08</b>
3.	<b>FOOD SERVICE AREAS (F &amp; B OUTLETS)</b> <ul style="list-style-type: none"><li>• Specialty Restaurants</li><li>• Coffee Shop</li><li>• Cafeteria</li><li>• Fast Food (Quick Service Restaurants)</li><li>• Banquets</li><li>• Bar</li><li>• Discotheque</li></ul>	<b>06</b>
4	<b>ANCILLIARY DEPARTMENTS</b> <ul style="list-style-type: none"><li>• Still Room/ Pantry</li><li>• Silver Room/ Plate Room/ Store</li><li>• Linen room</li><li>• Kitchen stewarding/ Scullery</li></ul>	<b>06</b>

5.	<b>F &amp; B SERVICE EQUIPMENT</b> <ul style="list-style-type: none"><li>• Cutlery</li><li>• Crockery</li><li>• Glassware</li><li>• Flatware</li><li>• Hollowware</li><li>• All Other Equipment Used in F&amp;B Service</li><li>• French Term Related with Equipment</li></ul>	<b>06</b>
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6	<b>NON-ALCOHOLIC BEVERAGES</b> <ul style="list-style-type: none"> <li>• Classification (Nourishing, Stimulating and Refreshing beverages)</li> <li>• Tea (Origin , Manufacture, Types &amp; Brands)</li> <li>• Coffee( Origin , Manufacture, Types &amp; Brands)</li> <li>• Juices and Soft Drinks</li> <li>• Cocoa &amp; Malted Beverages( Origin &amp; Manufacture)</li> </ul>	<b>08</b>
	<b>Total</b>	<b>40</b>

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<b>Name of the Course : FOUNDATION COURSE IN FOOD &amp; BEVERAGE SERVICE –I</b>		<b>Practical</b>
<b>Course code: CCBHMCT P-II A</b>	<b>Semester : I</b>	
<b>Teaching Scheme</b>	<b>Maximum Marks : 50</b> <b>Internal: 10</b> <b>External: 40</b>	
<b>Practical : 4hrs</b>		
<b>Credits : - 2</b>		
<b>Contents</b>		
1.	<b>Food Service areas</b> <ul style="list-style-type: none"><li>• Induction &amp; Profile of the areas</li><li>• Ancillary F&amp;B Service areas - Induction &amp; Profile of the areas</li><li>• Familiarization of F&amp;B Service equipment</li><li>• Care &amp; Maintenance of F&amp;B Service equipment</li><li>• Cleaning / polishing of EPNS items by:<ul style="list-style-type: none"><li>○ Plate Powder method</li><li>○ Polivit method</li><li>○ Silver Dip method</li><li>○ Burnishing Machine</li></ul></li></ul>	
2.	<b>Basic Technical Skills</b> <ul style="list-style-type: none"><li>• Holding Service Spoon &amp; Fork</li><li>• Carrying a Tray / Salver</li><li>• Laying a Table Cloth</li><li>• Changing a Table Cloth during service</li><li>• Table Laying for Fours Course Meal ( Continental, Indian , Chinese</li><li>• Rules to be observed while laying table</li><li>• Stacking Sideboard</li><li>• Service of Water</li><li>• Napkin Folds</li><li>• Changing dirty ashtray</li><li>• Cleaning &amp; polishing glassware</li></ul>	
3	<b>Preparation and Services</b> <ul style="list-style-type: none"><li>• Tea Service</li><li>• Coffee Service</li><li>• Mocktails - Preparation &amp; Service</li><li>• Service of Juices, Soft drinks, Mineral water, Tonic water</li><li>• Cocoa &amp; Malted Beverages Service</li></ul>	

**Reference Books:**

1. Food & Beverage Service- Lillicrap & Cousines, ELBS
2. Modern Restaurants Service- John Fuller, Hutchinson
3. Food & Beverage Service Training Manual- Sudhir Andrews, Tata McGraw Hill

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*BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY*

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**Salient Features:-**

Syllabus includes all important aspects of housekeeping department of hotel industry.

**Learning Objectives:-**

The subject aims to establish the importance of House Keeping and its role in the hospitality Industry. It also prepares the student to acquire basic knowledge and skills necessary for different tasks and aspects of housekeeping.

**Out-come:-**

Will prepare students to understand housekeeping and its role in hospitality industry, duties and responsibility of housekeeping staff , cleaning equipment and care of cleaning equipments, cleaning different surfaces and interdepartmental relationship with other department.

<b>Name of the Course : FOUNDATION COURSE IN ACCOMMODATION OPERATION</b>		<b>Theory</b>
<b>Course code: CCHMCT- III A</b>	<b>Semester : I</b>	
<b>Credits : - 2</b>		
<b>Theory : 3 hrs/week</b>	<b>Maximum Marks : 50</b> <b>Internal: 10</b> <b>External: 40</b>	
<b>Contents</b>		<b>MARKS</b>
1.	<b>HOUSEKEEPING AND ITS ROLE IN HOSPITALITY OPERATION</b>	<b>02</b>
2	<b>ORGANISATION CHART OF THE HOUSEKEEPING DEPARTMENT</b> <ul style="list-style-type: none"><li>• Organization chart of small hotels</li><li>• Organization chart of medium hotels</li><li>• Organization chart of large hotels</li></ul>	<b>02</b>
3	<b>DUTIES AND RESPONSIBILITIES OF HOUSEKEEPING STAFF</b> <ul style="list-style-type: none"><li>• Job description and job satisfaction</li><li>• Identifying housekeeping responsibilities</li><li>• Duties and responsibilities of housekeeping staff</li><li>• Personal traits of housekeeping staffs</li></ul>	<b>04</b>
4.	<b>LAYOUT IN HOUSEKEEPING DEPARTMENT</b> <ul style="list-style-type: none"><li>• Layout of housekeeping department</li><li>• Layout of current rooms</li><li>• Guest room amenities</li></ul>	<b>04</b>
5.	<b>INTERDEPARTMENTAL RELATIONSHIP</b> <ul style="list-style-type: none"><li>• With front Office</li><li>• With Maintenance department</li><li>• With Security department</li><li>• With Store department</li><li>• With Account department</li><li>• With other departments</li></ul>	<b>04</b>
6.	<b>CLEANING AGENTS</b> <ul style="list-style-type: none"><li>• General criteria for selection</li><li>• Classification</li><li>• Use, care and storage</li><li>• Use of Eco-friendly products in housekeeping</li></ul>	<b>04</b>

7.	<b>CLEANING EQUIPMENTS AND CARE OF CLEANING EQUIPMENT</b> <ul style="list-style-type: none"><li>• Manual cleaning equipment</li><li>• Mechanical cleaning equipment</li><li>• Care of cleaning equipment</li></ul>	<b>04</b>
8.	<b>CLEANING DIFFERENT SURFACES</b> <ul style="list-style-type: none"><li>• Metals</li><li>• Glass</li><li>• Leather</li><li>• Plastics</li><li>• Ceramics</li><li>• Wood</li></ul>	<b>06</b>

	<ul style="list-style-type: none"> <li>• Other floor and wall finishes</li> </ul>	
9.	<b>CLEANING AN ORGANIZATION</b> <ul style="list-style-type: none"> <li>• Principles of cleaning</li> <li>• Guest room cleaning</li> <li>• Cleaning front of the house once</li> <li>• Cleaning back of the house once</li> </ul>	<b>06</b>
10.	<b>TYPES OF BEDS AND MATTERSSESS</b>	<b>04</b>
	<b>Total</b>	<b>40</b>

**Text Books:**

Name of Authors	Titles of the Book	Edition	Name of the Publisher

**Reference books :**

Name of Authors	Titles of the Book	Edition	Name of the Publisher
Iries Jones & Cynthia Phillip	Commercial Housekeeping and Maintenance		Stanley Thrones (Publisher) Ltd.
Sudhir Andrews	Hotel Housekeeping Training manual		Tata Mc Graw Hills
S.K.Kaushal & S.N.Gautam	Accommodation Operation Management		Frank Bros & Co, Noida
Sudhir Andrews	Hotel Housekeeping Management and Operations		Tata Mc Graw Hill Companies
Malini Singh & Jaya.B.George	Housekeeping Operations, Designs & Management		Jaico
Margaret M.Kappa, Aleta Nitschke & Patricia B.Schappert	Housekeeping Mangement		Educational Institute of the American Hotels & Motels Association
G.Raghubalan & Smritee Raghubalan	Hotel Housekeeping Operations & Management		Oxford University Press
Joan C.Brausen & Margret Lennox	Hotel, Hostel & Hospital Housekeeping		ELST Publisher
Madelim Schneider & Georgia Tucker	The Professional Housekeeper		Van Nostrand Reinhold

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**Salient Features:-**

Syllabus includes all important aspects of front office department of hotel industry.

**Learning Objectives:-**

This course aims to establish the importance of Front Office within the hospitality industry. It also prepares the student to acquire basic skills and knowledge necessary to identify the required standards.

**Out-come:-**

Will prepare students to understand front office and its role in hospitality industry, introduce students to hospitality industry, co-ordination of front office with other department, types of guest and types of rooms.

Name of the Course : FOUNDATION COURSE IN FRONT OFFICE OPERATION		Theory
Course code: CCHMCT- IV A	Semester : I	
Credits : - 2	Maximum Marks : 50 Internal: 10 External: 40	
Theory : 3 hrs/week		
Contents		MARKS
1.	<b>Introduction To Hospitality Industry</b> <ul style="list-style-type: none"><li>The term 'Hotel', evolution &amp; development of hospitality industry and tourism, famous hotels worldwide.</li><li>Classification of hotels. (based on various categories like size, location, clientele, length of stay, facilities, ownership)</li><li>Organizational chart of hotels (Large, Medium, Small)</li></ul>	06
2	<b>Front Office Department</b> <ul style="list-style-type: none"><li>Sections and layout of Front Office department</li><li>Co-ordination of front office with other departments of the hotel</li><li>Equipments used at the Front desk (Manual and Automated)</li></ul>	06
3.	<b>Front Office Organization</b> <ul style="list-style-type: none"><li>Organizational chart of front office department (small, medium and large hotels)</li><li>Duties and responsibilities of various staff - Reception, Reservation, Bell - captain, Bell - boys, GRE, Front Office Manager, Lobby Manager.</li><li>Essential attributes of front office personnel</li><li>Rules of the house - for guests &amp; staff</li></ul>	08
4.	<b>Guest Types</b> <ul style="list-style-type: none"><li>FIT, VIP, Business Travelers, GIT, Special Interest Tours, Domestic, International.</li></ul>	06
5.	<b>Room Types</b> <ul style="list-style-type: none"><li>Types of rooms, concept of Executive/ Club floors</li><li>Food / Meal plans.</li><li>Types of room rates. (Rack, FIT, crew, group, corporate, weekend etc.)</li></ul>	06

6.	<b>Role of Front Office</b> <ul style="list-style-type: none"> <li>• Key control and key handling procedures</li> <li>• Rules of the house (for guest and staff)</li> <li>• Black list</li> <li>• Bell Desk and Concierge -role &amp; functions performed</li> <li>• Role of lobby manager</li> <li>• Hospitality Desk, role &amp; functions</li> <li>• Valet service</li> </ul>	<b>08</b>
	<b>Total</b>	<b>40</b>

**Reference books :**

SR.No	
1	Check in Check out (Jerome Vallen)
2	Hotel Front Office Training Manual. (Sudhir Andrews)
3	Principles of Hotel Front Office Operations (Sue Baker, P. Bradley, J. Huyton)
4	Hotel Front Office (Bruce Braham)
5	Managing Front Office Operations (Michael Kasavana, Charles Steadmon)
6	Front Office Procedures and Management (Peter Abbott)
7	Front Office operations/Accommodations Operations (Colin Dix)
8	Front Office Operation and Administration (Dennis Foster)
9	Hotel Front Office -Operations & Management ( Jatashankar .R.Tewari)
10	Front Office Management -S.K.Bhatnagar



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**Salient Features:-**

Syllabus includes all important aspects of basic English grammar.

**Learning Objectives:-**

- To improve Basic English grammar and linguistic skills of the learners.
- To make students competent to compose sentences in English accordingly.
- To familiarize them with rules of word formation and word classes..
- To make them aware of common errors in English language and rectify them.
- To enhance vocabulary of English language and its situational usage.
- To make them competent for proper and meaningful oral and written communication.

**Out-come:-**

Students are expected to learn, improve and excel in English language. The same anticipates them to explore in communication in English language.

<b>Name of the Course : BASIC ENGLISH GRAMMAR</b>		<b>THEORY</b>
<b>Course code: CCHMCT- V A</b>	<b>Semester : I</b>	
<b>Credits : - 2</b>	<b>Maximum Marks : 50</b> <b>Internal: 10</b> <b>External: 40</b>	
<b>Theory :3 hrs/week</b>		
<b>Contents</b>		<b>MARKS</b>
1.	<b>English Language Fundamentals</b> <ul style="list-style-type: none"><li>• Noun</li><li>• Pronoun</li><li>• Verb</li><li>• Adverb</li><li>• Adjectives</li><li>• Subject Verb Agreement</li><li>• Noun Pronoun Agreement</li></ul>	<b>08</b>
2	<b>English Language Usage</b> <ul style="list-style-type: none"><li>• Articles</li><li>• Prepositions</li><li>• Conjunctions</li><li>• Interjections</li><li>• Modal Auxiliaries</li></ul>	<b>06</b>
3.	<b>Composition and Conversion</b> <ul style="list-style-type: none"><li>• Tense and Application</li><li>• Degree and Conversion</li></ul>	<b>06</b>

	<ul style="list-style-type: none"> <li>• Active and Passive Voice</li> <li>• Direct and Indirect Speech</li> <li>• Clauses: [Simple, Complex and Compound.]</li> <li>• Types of Sentences [Assertive, Imperative, Interrogative and Exclamatory]</li> </ul>	
4.	<b>Word Formation</b> <ul style="list-style-type: none"> <li>• Word Classes</li> <li>• Word Formation [Verb, Noun, Adverb and Adjectives]</li> <li>• Prefix and Suffixes</li> </ul>	<b>04</b>
5	<b>Punctuation and Common Errors</b> <ul style="list-style-type: none"> <li>• Punctuation Marks</li> <li>• Importance of Proper Punctuation</li> <li>• All Rules of Capitalization</li> <li>• Common Errors Grammar</li> <li>• Common Errors Spellings</li> <li>• Common Errors Sentences</li> </ul>	<b>08</b>
6	<b>Vocabulary Building</b> <ul style="list-style-type: none"> <li>• Use of thesaurus</li> <li>• Use of dictionary</li> <li>• Synonyms</li> <li>• Antonyms</li> <li>• One word substitutes</li> <li>• Idioms and phrases</li> </ul>	<b>06</b>
	<b>Total</b>	<b>40</b>

2	Business Communication - Sinha
3	Grammar and composition - Wren and Martin
4	Front Office Management -S.K.Bhatnagar

**SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED**  
**BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY**

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<b>Name of the Course : BASIC ENGLISH GRAMMAR</b>		<b>PRACTICAL</b>
<b>Course code: CCHMCTP- III A</b>		<b>Semester : I</b>
<b>Credits : - 2</b>		<b>Maximum Marks : 50</b> <b>Internal: 10</b> <b>External: 40</b>
<b>Theory : 3 hrs/week</b>		
<b>Contents</b>		
1.	Identification and apt usage of common elements in English language as noun, pronoun, verb, adverbs, adjectives, etc. in given situations	
2	Identification and interchange of subject-verb agreement, noun-pronoun agreement in English language.	
3	Identification and application of articles, prepositions, conjunctions, etc as per the given context in different sentences.	
4	Situational usage of model auxiliaries as per the different contexts in given sentences in English language.	
5	Transformation of sentences in different tenses and correct usage of tense as per the context in sentences.	
6	Transformation of active and passive voices as per the given context in the sentences.	
7	Formation and changing of word categories to form different kinds of words and word classes in English language.	
8	Identification of common errors of grammar, spellings and others in English sentences, paragraphs and making them correct.	
9	Usage of dictionary, thesaurus for given words, phrases to trace out their correct meaning and usage.	
10	Usage of one word substitutes and idioms and phrases in English language.	
<p><b><u>Note: This is the suggestive list of assignments / practical to be conducted in the classroom / language lab. However, the subject teacher is free to set, design new assignment / practicals in relevance with the subject content.</u></b></p> <p>(Any eight assignments to be conducted and submitted to the subject teacher to form the record of the subject).</p>		

**Reference Books:**

1. *Practical English Usage*. Michael Swan. OUP. 1995.
2. *Remedial English Grammar*. F.T. Wood. Macmillan.2007.
3. *A Communicative Grammar of English*, Geoffrey Leach, Jan Svartvik, Pearson Publication, 2007.
4. Meenakshi Raman and Sangeeta Sharma *Technical Communication Principles and Practice*, Third Edition. Oxford University Press, New Delhi, 2015.

*SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED*

*BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY*

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**Salient Features:-**

Syllabus includes all important aspects of application of computer.

**Learning Objectives:-**

The subject aims to give a basic knowledge of computers and its operations and enables the student to operate the computer with enough practice to get confidence.

**Out-come:-**

Will prepare students to understand basic windows operation, MS word, MS excel, Powerpoint and internet surfing.

Name of the Course : APPLICATION OF COMPUTERS		THEORY
Course code: CCHMCT- VI A	Semester : I	
Credits : - 2	Maximum Marks : 50 Internal: 10 External: 40	
Theory : 3 hrs/week		
Contents		MARKS
1.	<b>BASIC WINDOWS OPERATIONS</b> <ul style="list-style-type: none"><li>• Creating Folders</li><li>• Creating Shortcuts</li><li>• Notepad</li><li>• Calculator</li><li>• Taskbar</li><li>• Copying and Moving Files/ Folders</li><li>• Renaming Files/ Folders</li><li>• Deleting Files/ Folders</li><li>• Windows Explorer</li><li>• Quick Menus</li><li>• Control Panel</li></ul>	<b>06</b>
2 2.1	<b>MS WORD 2010</b> <ul style="list-style-type: none"><li>➤ <b>CREATING A DOCUMENT</b><ul style="list-style-type: none"><li>• Entering Text</li><li>• Saving the Document</li><li>• Editing a Document already saved to Disk</li><li>• Find and Replace Operations</li><li>• Password Protection</li><li>• Printing the Document</li></ul></li></ul>	<b>10</b>
2.2	<b>FORMATTING A DOCUMENT</b> <ul style="list-style-type: none"><li>• Justifying Paragraphs</li><li>• Changing Paragraph Indents</li><li>• Setting Tabs and Margins</li><li>• Formatting Pages and Documents</li><li>• Using Bullets and Numbering</li><li>• Headers and Footers</li><li>• Page Orientation</li></ul>	

2.3	<b>SPECIAL EFFECTS</b> <ul style="list-style-type: none"><li>• Print Special Effects</li><li>• Bold, Underline, Superscripts, Subscript</li><li>• Changing Fonts</li><li>• Changing Case</li></ul>	
2.4	<b>CUT, COPY AND PASTE OPERATION</b> <ul style="list-style-type: none"><li>• Marking Blocks</li><li>• Copying and Pasting a Block</li><li>• Cutting and Pasting a Block</li></ul>	

	<ul style="list-style-type: none"> <li>• Deleting a Block</li> <li>• Formatting a Block</li> <li>• Using Find and Replace in a Block</li> </ul>	
2.5	<b>USING MS-WORD TOOLS</b> <ul style="list-style-type: none"> <li>• Spelling and Grammar</li> <li>• Mail Merge</li> <li>• Printing Envelops and Labels</li> </ul>	
2.6	<b>TABLES</b> <ul style="list-style-type: none"> <li>• Create</li> <li>• Delete</li> <li>• Format</li> <li>• GRAPHICS</li> <li>• Inserting Cliparts</li> <li>• Symbols (Border/Shading)</li> <li>• Word Art</li> <li>• Inserting Picture from File</li> </ul>	
2.7	<b>PRINT OPTIONS</b> <ul style="list-style-type: none"> <li>• Previewing the Document</li> <li>• Printing a whole Document</li> <li>• Printing a Specific Page</li> <li>• Printing a selected set</li> <li>• Printing Several Documents</li> <li>• Printing More thanone Copies</li> </ul>	
3	<b>MS-EXCEL 2010</b>	<b>10</b>
3.1	<ul style="list-style-type: none"> <li>➤ <b>HOW TO USE EXCEL</b> <ul style="list-style-type: none"> <li>• Starting Excel</li> <li>• Parts of the Excel Screen</li> <li>• Parts of the Worksheet</li> <li>• Navigating in a Worksheet</li> <li>• Getting to know mouse pointer shapes</li> </ul> </li> </ul>	
3.2	<b>CREATING A SPREADSHEET</b> <ul style="list-style-type: none"> <li>• Starting a new worksheet</li> <li>• Entering the three different types of data in a worksheet</li> <li>• Creating simple formulas</li> <li>• Formatting data for decimal points</li> <li>• Editing data in a worksheet</li> <li>• Using AutoFill</li> <li>• Blocking data</li> <li>• Saving a worksheet</li> <li>• Exiting excel</li> </ul>	
3.3	<b>MAKING THE WORKSHEET LOOK PRETTY</b> Selecting cells to format Trimming tables with Auto Format Formatting cells for: <ul style="list-style-type: none"> <li>• Currency</li> <li>• Comma</li> <li>• Percent</li> <li>• Decimal</li> </ul>	



	<ul style="list-style-type: none"> <li>• Date</li> </ul> <p>Changing column width and row height</p> <p>Aligning text</p> <ul style="list-style-type: none"> <li>• Top to bottom</li> <li>• Text wrap</li> <li>• Reordering Orientation</li> </ul> <p>Using Borders</p>	
3.4	<p><b>GOING THROUGH CHANGES</b></p> <ul style="list-style-type: none"> <li>• Opening workbook files for editing</li> <li>• Undoing the mistakes</li> <li>• Moving and copying with drag and drop</li> <li>• Copying formulas</li> <li>• Moving and Copying with Cut, Copy and Paste</li> <li>• Deleting cell entries</li> <li>• Deleting columns and rows from worksheet</li> <li>• Inserting columns and rows in a worksheet</li> <li>• Spell checking the worksheet</li> </ul>	
3.5	<p><b>PRINTING THE WORKSHEET</b></p> <ul style="list-style-type: none"> <li>• Previewing pages before printing</li> <li>• Printing from the Standard toolbar</li> <li>• Printing a part of a worksheet</li> <li>• Changing the orientation of the printing</li> <li>• Printing the whole worksheet in a single pages</li> <li>• Adding a header and footer to a report</li> <li>• Inserting page breaks in a report</li> <li>• Printing the formulas in the worksheet</li> </ul>	
3.6	<p><b>ADDITIONAL FEATURES OF A WORKSHEET</b></p> <ul style="list-style-type: none"> <li>• Splitting worksheet window into two four panes</li> <li>• Freezing columns and rows on -screen for worksheet title</li> <li>• Attaching comments to cells</li> <li>• Finding and replacing data in the worksheet</li> <li>• Protecting a worksheet</li> <li>• Function commands</li> </ul>	
3.7	<p><b>MAINTAINING MULTIPLE WORKSHEET</b></p> <ul style="list-style-type: none"> <li>• MOVING FROM SHEET IN A WORKSHEET</li> <li>• ADDING MORE SHEETS TO A WORKBOOK</li> <li>• DELETING SHEETS FROM A WORKBOOK</li> <li>• NAMING SHEET TABS OTHER THAN SHEET 1, SHEET 2 AND SO ON</li> <li>• COPYING OR MOVING SHEETS FROM ONE WORKSHEET TO ANOTHER</li> </ul>	
3.8	<p><b>CREATING GRAPHICS/ CHARTS</b></p> <ul style="list-style-type: none"> <li>• Using Chart wizard</li> <li>• Changing the Chart with the Chart Toolbar</li> <li>• Formatting the chart's axes</li> <li>• Adding a text box to a chart</li> <li>• Changing the orientation of a 3-D chart</li> <li>• Using drawing tools to add graphics to chart and worksheet</li> <li>• Printing a chart with printing the rest of the worksheet data</li> </ul>	

3.9	<b>EXCEL's DATABASE FACILITIES</b> <ul style="list-style-type: none"> <li>• Setting up a database</li> <li>• Sorting records in the database</li> </ul>	
4.	<b>MS-POWER POINT 2010</b> <ul style="list-style-type: none"> <li>• Making a simple presentation</li> <li>• Using Auto content Wizards and Templates</li> <li>• Power Points fiveviews</li> <li>• Slides</li> <li>• Creating Slides, re -arranging, modifying</li> <li>• Inserting pictures, objects</li> <li>• Setting up a Slide Show</li> <li>• Creating an Organizational Chart</li> </ul>	<b>08</b>
5	<b>INTERNET / E-MAIL AND E-COMMERCE 08</b> History, Dial up, Domains, Browsers etc, Services, E-Mail, Outlook Express Hours Surfing By Students, Introduction of E-commerce, Electronic Commerce over the internet, Introduction to EDI (Electronic Data Interchange), Electronic Payment System, payment gateway, Internet banking, Concept of B to B & B to C	<b>06</b>
	<b>Total</b>	<b>40</b>

*SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED*  
*BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY*

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<b>Name of the Course : APPLICATION OF COMPUTERS</b>		<b>PRACTICAL</b>
<b>Course code: CCHMCTP- IV A</b>	<b>Semester : I</b>	
<b>Credits : - 2</b>	<b>Maximum Marks : 50</b> <b>Internal: 10</b> <b>External: 40</b>	
<b>Contents</b>		
1.	Create folders, change date/time, change the desktop settings (Windows)	
2	Kot, Logo, Students Resumes (Word)	
3	Kot, Report Cards, Pass/Fail Results, Bills, Hotel Rooms, Charts, Database of employees Guests (Excel)	
4	To download information from the internet as a topic (Internet)	
5	To present the above information as a presentation (Power Point)	
6	Create a form where all records can be displayed/ edited (Access)	

**RECOMMENDED BOOKS:-**

1. Computer Fundamentals – P.K. Sinha
2. A first course in Computers- Sanjay Saxena
3. Mastering In MS- Office- Lonnie E. Moseley & Davis M Boodey (BPB) Publication

**SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED**  
**BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY**

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**Salient Features:-**

Syllabus includes all important aspects of food production.

**Learning Objectives:-**

To prepare the students to cater to the need of the industry, it is important to inculcate in them sound knowledge of the principles of Food Production so that they can be put to use in an efficient & effective way.

**Out-come:-**

Will prepare students to understand kitchen organization and layout It will also help students to learn the various kitchen equipments, soups, sauces and basic Indian cooking.

<b>Name of the Course : FOUNDATION COURSE IN FOOD PRODUCTION -II</b>		<b>THEORY</b>
<b>Course code: CCHMCT- I B</b>		<b>Semester : II</b>
<b>Credits : - 2</b>		<b>Maximum Marks : 50</b> <b>Internal: 10</b> <b>External: 40</b>
<b>Theory : 3 hrs/week</b>		
<b>Contents</b>		<b>MARKS</b>
1.	<b>KITCHEN ORGANIZATION AND LAYOUT</b> <ul style="list-style-type: none"> <li>• Layout of receiving areas.</li> <li>• Layout of service and wash up.</li> <li>• Butchery and vegetable mis en place area.</li> <li>• Cold kitchen, hot kitchen, garde manger, bakery and confectionery</li> <li>• The classical and new kitchen brigade, duties and responsibilities and job description of the kitchen personnel.</li> </ul>	<b>04</b>
2	<b>Kitchen Equipment</b> <ul style="list-style-type: none"> <li>• Types of the kitchen equipment</li> <li>• Different types of special equipment</li> <li>• Heat generating</li> <li>• Refrigeration</li> <li>• Storage tables, hand tools</li> <li>• Uses,</li> <li>• Maintenance,</li> <li>• Criteria for selection.</li> </ul>	<b>04</b>
3.	<b>Breakfast</b> <ul style="list-style-type: none"> <li>• International and Indian menus,</li> <li>• Preparations of traditional / classical items,</li> <li>• 'Power breakfast' &amp; 'Brunch' concept</li> </ul>	<b>04</b>

4.	<b>SOUPS</b> <ul style="list-style-type: none"> <li>• Basic recipes other than consommé with menu examples</li> <li>• Broths</li> <li>• Bouillon</li> <li>• Puree</li> <li>• Cream</li> <li>• Veloute</li> <li>• Chowder</li> <li>• Bisque etc.</li> <li>• Garnishes and accompaniments</li> <li>• International soups</li> </ul>	<b>04</b>
5.	<b>SAUCES &amp; GRAVIES</b> <ul style="list-style-type: none"> <li>• Difference between sauce and gravy</li> <li>• Derivatives of mother sauces</li> <li>• Contemporary &amp; Proprietar</li> </ul>	<b>04</b>
6.	<b>MEAT COOKERY</b> <ul style="list-style-type: none"> <li>• Introduction to meat cookery</li> </ul>	<b>04</b>

	<ul style="list-style-type: none"> <li>• Cuts of beef/ veal</li> <li>• Cuts of lamb/ mutton</li> <li>• Cuts of pork</li> <li>• Variety meats (offals)</li> <li>• Poultry</li> </ul>		
7.	<b>EGG COOKERY</b> <ul style="list-style-type: none"> <li>• Introduction to egg cookery</li> <li>• Structure of an egg</li> <li>• Selection of egg</li> <li>• Uses of egg in cookery</li> </ul>	<b>04</b>	
8.	<b>FISH COOKERY</b> <ul style="list-style-type: none"> <li>• Introduction to fish cookery</li> <li>• Classification of fish with examples</li> <li>• Cuts of fish with menu examples</li> <li>• Selection of fish and shell fish</li> <li>• Cooking of fish (effects of heat)</li> </ul>	<b>04</b>	
9.	<b>RICE, CEREALS &amp; PULSES</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Classification and identification</li> <li>• Cooking of rice, cereals and pulses</li> <li>• Varieties of rice and other cereals</li> </ul>	<b>02</b>	
10. 10.1	<b>BASIC INDIAN COOKERY</b> <b>History of Indian Cookery</b> Characteristic Regional Differences Religious influences	<b>06</b>	
10.2	<b>CONDIMENTS &amp; SPICES</b> <ul style="list-style-type: none"> <li>• Introduction to Indian Spices</li> <li>• Spices used in Indian cookery</li> <li>• Role of spices in Indian cookery</li> <li>• Indian equivalent of spices (names)</li> </ul>		
10.3	<b>MASALAS</b> <ul style="list-style-type: none"> <li>• Blending of spices</li> <li>• Different masalas used in Indian cookery <ul style="list-style-type: none"> <li>○ Wet masalas</li> <li>○ Dry masalas</li> </ul> </li> <li>• Composition of different masalas</li> <li>• Varieties of masalas available in regional areas</li> <li>• Special masala blends</li> </ul>		
10.4	<b>Special Equipment used in Indian cooking and cooking method</b>		
		<b>Total</b>	<b>40</b>

*SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED*

*BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY*

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<b>Name of the Course : FOUNDATION COURSE IN FOOD PRODUCTION -II</b>		<b>Practical</b>
<b>Course code: CCHMCTP -I B</b>	<b>Semester : II</b>	
<b>Credits : - 2</b>	<b>Maximum Marks : 50</b> <b>Internal: 10</b> <b>External: 40</b>	
<b>Theory :8 hrs/week</b>		
<b>Contents</b>		
1.	<b>Egg cookery - Preparation of variety of egg dishes</b> <ul style="list-style-type: none"><li>□ Boiled ( Soft &amp; Hard)</li><li>● Fried ( Sunny side up, Single fried, Bull's Eye, Double fried)</li><li>□ Poaches</li><li>□ Scrambled</li><li>□ Omelette (Plain, Stuffed, Spanish)</li><li>□ En cocotte (eggs Benedict)</li></ul>	
2.	Identification, Selection and processing of Meat, Fish and poultry. Slaughtering and Dressing	
3.	<b>Meat</b> <ul style="list-style-type: none"><li>● Identification of various cuts, Carcass demonstration</li><li>● Preparation of basic cuts -Lamb and Pork Chops , Tornado, Fillet, Steaks and Escalope</li><li>● Fish-Identification &amp; Classification</li><li>● Cuts and Folds of fish</li></ul>	
4.	<b>Preparation of menu</b> <ul style="list-style-type: none"><li>● Salads &amp; soups- waldrof salad, Fruit salad, Russian salad, salade nicoise, Cream (Spinach, Vegetable, Tomato), Puree (Lentil, Peas Carrot)International soups</li><li>● Chicken, Mutton and Fish Preparations - Fish orly, a la anglaise, colbert, meuniere, poached, bakedEntrée-Lamb stew, hot pot, shepherd's pie, grilled steaks &amp; lamb/ Pork chops, Roast chicken, grilled chicken, Leg of Lamb, Beef .</li><li>● Simple potato preparations - Basic potato dishes</li><li>● Vegetable preparations - Basic vegetable dishes</li><li>● Indian cookery -Rice dishes, Breads, Main course, Basic Vegetables, Paneer Preparations</li></ul>	
5.	<b>COLD SWEET</b> Honeycomb mould, Butterscotch sponge, Coffee mousse, Lemon sponge, Trifle, Blancmange, Chocolate mousse, Lemon soufflé	
6.	<b>HOT SWEET</b> Bread & butter pudding, Caramel custard, Albert pudding, Christmas pudding	
7.	<b>INDIAN SWEETS</b> Simple ones such as rassgulla, gulab jamun, gajjar halwa, kheer	

**Reference books**

1. Practical cookery- Victor caserne & Ronald kin ton, ELBS
2. Theory of catering- Victor caserne & Ronald kin ton, ELBS
3. Theory of catering- Mrs.k.arora, Frank brothers
4. Modern cookery for teaching & Trade vol 1- MsThangam Philip, orient Longman
5. The professional chef (4 edition) –Le rol A. Polson
6. The book of Ingredients- jane grigson
7. Success in principles in catering- Michael colleer & Colin saussams



**SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED**  
**BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY**

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**Salient Features:-**

Syllabus includes all important aspects of food & Beverage Service

**Learning Objectives:-**

This course will give the students a comprehensive knowledge and develop technical skills in the basic aspects of food and non-alcoholic beverage service operations in the Hotel Industry.

**Out-come:-**

Will prepare students to understand menu & Menu planning, preparation for service, types of food service, and sale control system.

<b>Name of the Course : FOUNDATION COURSE IN FOOD &amp; BEVERAGE SERVICE –II</b>		<b>THEORY</b>
<b>Course code: CCHMCT- II B</b>		<b>Semester : II</b>
<b>Credits : - 2</b>		<b>Maximum Marks : 50</b> <b>Internal: 10</b> <b>External: 40</b>
<b>Theory : 3 hrs/week</b>		
<b>Contents</b>		<b>MARKS</b>
1.	<b>MENU and MENU PLANNING:</b> <ul style="list-style-type: none"> <li>• Origin of Menu</li> <li>• Objectives of Menu Planning</li> <li>• Types of Menu</li> <li>• Courses of French Classical Menu <ul style="list-style-type: none"> <li>○ Sequence</li> <li>○ Examples from each course</li> <li>○ Cover of each course</li> <li>○ Accompaniments</li> </ul> </li> <li>• French Names of dishes</li> <li>• Types of Meals <ul style="list-style-type: none"> <li>○ Early Morning Tea</li> <li>○ Breakfast (English, American Continental, Indian)</li> <li>○ Brunch</li> <li>○ Lunch</li> <li>○ Afternoon/ High Tea</li> <li>○ Dinner</li> </ul> </li> <li>• Supper</li> </ul>	<b>12</b>
2	<b>PREPARATION FOR SERVICE</b> <ul style="list-style-type: none"> <li>• Organizing Mis -en-Scene</li> <li>• Organizing Mis -en-Place</li> </ul>	<b>06</b>
3.	<b>TYPES OF FOOD SERVICE</b> <ul style="list-style-type: none"> <li>• Silver service</li> <li>• Pre-plated service</li> <li>• Cafeteria service</li> <li>• Room service</li> <li>• Buffet service</li> <li>• Gueridon service</li> <li>• Lounge service</li> </ul>	<b>12</b>

4.	<p><b>SALE CONTROL SYSTEM</b></p> <ul style="list-style-type: none"> <li>• KOT/ Bill Control System (Manual) <ul style="list-style-type: none"> <li>○ Triplicate Checking System</li> <li>○ Duplicate Checking System</li> </ul> </li> <li>• Single Order Sheet</li> <li>• Quick Service Menu &amp; Customer Bill</li> <li>• Making bill</li> <li>• Cash handling equipment</li> <li>• Record keeping (Restaurant Cashier)</li> </ul>	<b>10</b>
	<b>Total</b>	<b>40</b>

*SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED*

*BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY*

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<b>Name of the Course : FOUNDATION COURSE IN FOOD &amp; BEVERAGE SERVICE –II PRACTICAL</b>	
<b>Course code: CCHMCTP- II B</b>	<b>Semester : II</b>
<b>Credits : - 2</b>	<b>Maximum Marks : 50</b> <b>Internal: 10</b> <b>External: 40</b>
<b>Theory :3 hrs/week</b>	
<b>Contents</b>	
1.	<b>TABLE EXHIBITS/ LAYOUTS &amp; SERVICE</b> <ul style="list-style-type: none"><li>□ A La Carte Cover</li><li>● Table d’ Hotel Cover</li><li>□ English Breakfast Cover</li><li>□ American Breakfast Cover</li><li>□ Continental Breakfast Cover</li><li>□ Indian Breakfast Cover</li><li>□ Afternoon Tea Cover / High Tea Cover</li></ul>
2	<b>TRAY/ TROLLEY SET -UP &amp; SERVICE</b> <ul style="list-style-type: none"><li>□ Room Service Tray Setup</li><li>□ Room Service Trolley Setup</li></ul>
3.	<b>PROCEDURE FOR SERVICE OF A MEAL</b> <ul style="list-style-type: none"><li>● Taking Guest Reservations</li><li>● Receiving &amp; Seating of Guests</li><li>● Order taking&amp; Recording</li><li>● Order processing (passing orders to the kitchen)</li><li>● Sequence of service</li><li>● Presentation &amp; Encashing the Bill</li><li>● Presenting &amp; collecting Guest comment cards</li><li>● Bidding Farewell to Guests</li></ul>
4.	<b>Social Skills</b> <ul style="list-style-type: none"><li>● Handling Guest Complaints</li><li>● Telephone manners</li><li>● Dining &amp; Service etiquettes</li></ul>
5.	<b>Special Food Service - (Cover, Accompaniments &amp; Service)</b> <ul style="list-style-type: none"><li>● Classical Hors d’ oeuvre :</li><li>● Oysters, Caviar, Smoked Salmon, Pate de Foie Gras, Snails, Melon, Grapefruit, Asparagus</li><li>● Cheese</li><li>● Dessert (Fresh Fruit &amp; Nuts)</li></ul>
6.	<b>Restaurant French</b> <ul style="list-style-type: none"><li>● Restaurant Vocabulary (English &amp; French)</li><li>● French Classical Menu Planning</li><li>● French for Receiving, Greeting &amp; Seating Guests</li><li>● French related to taking order &amp; description of dishes</li></ul>

**Reference Book:-**

1. Food & Beverage Service- Lillicrap & Cousines, ELBS
2. Modern Restaurants Service- John Fuller, Hutchinson
3. Food & Beverage Service Training Manual- Sudhir Andrews, Tata McGraw Hill
4. The Restaurant (from concept to operation) Lipinsik
5. Bar & Beverage Book – C. Latsigris, mary Porter

*SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED*

*BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY*

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**Salient Features:-**

Syllabus includes all important aspects of accommodation operation in hotel industry.

**Learning Objectives:-**

The subject aims to establish the importance of House Keeping and its role in the hospitality Industry. It also prepares the student to acquire basic knowledge and skills necessary for different tasks and aspects of housekeeping.

**Out-come:-**

Will prepare students to understand housekeeping control desk formalities, cleaning process of guest room, housekeeping supervision and key and key control process.

Name of the Course : ACCOMODATION OPERATION -I		THEORY
Course code: CCHMCT- III B		Semester : II
Credits : - 2		Maximum Marks : 50 Internal: 10 External: 40
Theory : 3 hrs/week		
Contents		MARKS
1.	<b>CLEANING OF GUEST ROOMS</b> <ul style="list-style-type: none"><li>• Daily cleaning of room</li><li>• Weekly cleaning/ spring cleaning</li><li>• Evening service</li><li>• Systems and procedure involved</li><li>• Guest room cleaning - Replenishment of guest supplies and amenities</li></ul>	04
2	<b>HOUSEKEEPING CONTROL DESK</b> <ul style="list-style-type: none"><li>□ Importance</li><li>□ Responsibilities</li><li>□ Briefing</li><li>□ Debriefing</li><li>□ Handling telephone</li><li>□ Handling software</li></ul>	04
3.	<b>ROUTINE SYSTEMS AND RECORS OF HOUSEKEEPING DEPARTMENT</b> <b>Staff placement register</b> <ul style="list-style-type: none"><li>• Room occupancy report</li><li>• Guest room inspection form</li><li>• Check list</li><li>• Floor register</li><li>• Work order</li><li>• Log shut</li><li>• Room boys report/ Maid report</li><li>• Guest special requisite register</li></ul>	06
4.	<b>HOUSEKEEPING SUPERVISION</b> <ul style="list-style-type: none"><li>• Importance of Inspection</li><li>• Checklist of Inspection</li><li>• Typical Areas neglected where special attention is required</li></ul>	04

5.	<b>KEY AND KET CONTROL</b> <ul style="list-style-type: none"><li>• Types of Keys</li><li>• Electronic KeyCard</li><li>• Key Control</li></ul>	<b>04</b>
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6.	<b>LOST &amp; FOUND</b> <ul style="list-style-type: none"> <li>• Importance of Lost and Found</li> <li>• Lost and Found Procedure</li> <li>• Lost and Found Register</li> </ul>	<b>02</b>
7.	<b>PEST CONTROL</b> <ul style="list-style-type: none"> <li>• Importance of Pest Control in an Organization</li> <li>• Common Pests found in Hotels</li> <li>• Preventive &amp; Control Measures</li> </ul>	<b>04</b>
8.	<b>INDOOR PLANTS</b> <ul style="list-style-type: none"> <li>• Selection and Care</li> </ul>	<b>02</b>
9.	<b>HORTICULTURE</b> <ul style="list-style-type: none"> <li>• Basic Gardening Tips</li> <li>• Tools &amp; Equipments</li> <li>• Landscape Designing</li> </ul>	<b>04</b>
10.	<b>FLOWER ARRANGEMENT</b> <ul style="list-style-type: none"> <li>• Flower Arrangement in Hotels</li> <li>• Equipment and material required for flower arrangement</li> <li>• Conditioning of plant material</li> <li>• Styles of flower arrangement</li> <li>• Flower Arrangement in Hotels.</li> <li>• Principles of design as applied to flower arrangement</li> </ul>	<b>06</b>
	<b>Total</b>	<b>40</b>

**Text Books:- Nil**

Name of Authors	Titles of the Book	Edition	Name of the Publisher

**Reference books :**

Name of Authors	Titles of the Book	Edition	Name of the Publisher
Sudhir Andrews	Hotel Housekeeping Training manual		Tata Mc Graw Hills
Sudhir Andrews	Hotel Housekeeping Management and Operations		Tata Mc Graw Hill Companies
G.Raghubalan & Smritee Raghubalan	Hotel Housekeeping Operations & Management		Oxford University Press
Madelim Schneider & Georgia Tucker	The Professional Housekeeper		Van Nostrand Reinhold
Doris Hatfield & Christine Winter	Professional Housekeeping		Hutichensen, London

*SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED*

*BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY*

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<b>Name of the Course : ACCOMMODATION OPERATION - I</b>		<b>PRACTICAL</b>
<b>Course code: CCHMCTP- III B</b>	<b>Semester : II</b>	
<b>Credits : - 2</b>	<b>Maximum Marks : 50</b> <b>Internal: 10</b> <b>External: 40</b>	
<b>Practical : 3 hrs/week</b>		
<b>Contents</b>		
1.	<b>FAMILIARIZATION WITH MANUAL AND MECHANICAL CLEANING EQUIPMENT</b> <ul style="list-style-type: none"><li>• Identification of manual and mechanical cleaning equipment</li><li>• Different parts of equipment</li><li>• Function of cleaning equipments</li><li>• Care and maintenance</li></ul>	
2	<b>FAMILIARIZATION OF CLEANING AGENTS ACCORDING TO ITS CLASSIFICATION AND ITS FUNCTION</b>	
3.	<b>CLEANING DIFFERENT SURFACES</b> <ul style="list-style-type: none"><li>• Wood</li><li>• Silver</li><li>• Brass</li><li>• Glass</li><li>• Floor</li><li>• Walls</li></ul>	
3	A) Identification of flowers & foliage used in flower arrangement B) Basic flower arrangements	
4	A) Recycling of potted plants- identification of indoor & outdoor garden plants. B) How to make a bonsai	
5	<b>HORTICULTURE</b> <ul style="list-style-type: none"><li>• Basic Gardening Tips</li><li>• Tools &amp; Equipments</li><li>• Landscape Designing</li></ul>	



*SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED*

*BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY*

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**Salient Features:-**

Syllabus includes all important aspects of front office department of hotel industry.

**Learning Objectives:-**

This course aims to establish the importance of Front Office within the hospitality industry .It also prepares the student to acquire basic skills and knowledge necessary to successfully identify the required standards in this area and to consider all aspects of this department

**Out-come:-**

Will prepare students to understand basic information ( travel & tourism ), tariffs, basics of property management system, the guest cycles, reservation processes.

Name of the Course FRONT OFFICE OPERATION – I		Theory
Course code: CCHMCT-IV B	Semester : II	
Credits : - 2	Maximum Marks : 50 Internal: 10 External: 40	
Theory : 3 hrs/week		
Contents		MARKS
1.	<b>Basic Information (Travel&amp; Tourism)</b> <ul style="list-style-type: none"><li>• Role of a Travel Agent</li><li>• Passport (concept and types)</li><li>• Visa (concept and types)</li><li>• Rules regarding customs, foreign exchange , Foreign Exchange Management Act</li></ul>	08
2	<b>Tariffs</b> <ul style="list-style-type: none"><li>• Need for Brochures &amp; Tariff Cards</li><li>• Types of Brochures, Designing of Brochures</li><li>• Basis of charging tariffs (24 hrs, 12 hrs, day rate )</li></ul>	08
3.	<b>Basics of Property Management Systems</b> <ul style="list-style-type: none"><li>• Types</li><li>• Application</li><li>• Advantages</li></ul>	08
4.	<b>The Guest Cycle</b> <ul style="list-style-type: none"><li>• Importance of guest cycle</li><li>• Various stages</li><li>• Sectional staff in contact with the guests during each stage</li></ul>	08
5.	<b>Reservation</b> <ul style="list-style-type: none"><li>• Modes and sources of reservation.</li><li>• Procedure for taking reservations (Reservation form, conventional chart, density chart, booking diary with their detailed working and formats)</li><li>• Computerized system (CRS, Instant reservations)</li><li>• Types of reservation (guaranteed, confirmed, groups, FIT)</li><li>• Procedure for amendments, cancellation and overbooking.</li></ul>	08
<b>Total</b>		<b>40</b>

*SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED*

*BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY*

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<b>Name of the Course FRONT OFFICE OPERATION – I</b>		<b>Practical</b>
<b>Course code: CCHMCTP- IV B</b>		<b>Semester : II</b>
<b>Credits : - 2</b>		<b>Maximum Marks : 50</b> <b>Internal: 10</b> <b>External: 40</b>
<b>Practical : 2 hrs/week</b>		
<b>Contents</b>		
1.	Communication Skills - Verbal & Non-Verbal, Basic manners & grooming standards required for Front Office Operation.	
2.	Telephone Etiquettes and telephone handling.	
3.	Identification of equipment & stationery	
4.	Handling guest enquiries at Reception & Guest Relations	
5.	How to convert inquiries into valid reservations	
6.	Filling up of reservation forms, making amendments & cancellations.	
7.	Updating reservations on the computer - actual computer lab work on PMS.	
8.	Situations on basis of charging.	
9.	Bell desk activities	
10.	Study of Countries, Capitals, Currencies, Airlines (with codes) & Flags.	
<b>Reference books :</b>		
<b>S.No</b>		
1	Check in Check out (Jerome Vallen)	
2	Hotel Front Office Training Manual. (Sudhir Andrews)	
3	Principles of Hotel Front Office Operations (Sue Baker, P. Bradley, J. Huyton)	
4	Hotel Front Office (Bruce Braham)	
5	Managing Front Office Operations (Michael Kasavana, Charles Steadmon)	
6	Front Office Procedures and Management (Peter Abbott)	
7	Front Office operations/ Accommodations Operations (Colin Dix)	
8	Front Office Operation and Administration (Dennis Foster)	
9	Hotel Front Office - Operations & Management (Jatashankar .R.Tewari)	
10	Front Office Management - S.K.Bhatnagar	

*SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED*  
*BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY*

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**Salient Features:-**

Syllabus includes all important English composition and comprehension.

**Learning Objectives:-**

To inculcate basic composition skills in English language.

To foster creative writing skills in English amongst the learners.

To enhance comprehension ability and cognitive levels of the learners.

To explore imaginative flair of learners in English language.

To hone composition and comprehension skills, ability of the learners in English.

**Out-come:-**

After completion of the course the learners would acquire the basic proficiencies in English composition and would be able to learn, comprehend and respond content in English language.

<b>Name of the Course : English Composition and Comprehension</b>		<b>THEORY</b>
<b>Course code: CCHMCT- V B</b>	<b>Semester : II</b>	
<b>Credits : - 2</b>	<b>Maximum Marks : 50</b> <b>Internal: 10</b> <b>External: 40</b>	
<b>Theory :3 hrs/week</b>		
<b>Contents</b>		<b>MARKS</b>
1.	<b>English Composition Skills</b> <ul style="list-style-type: none"><li>• English Composition</li><li>• Importance of English language</li><li>• English as a Global Language</li><li>• Communication at Workplace in English</li><li>• Hospitality and English Communication</li></ul>	<b>06</b>
2	<b>Creative Writing Skills</b> <ul style="list-style-type: none"><li>• Dialogue Writing</li><li>• Essay Writing</li><li>• Short Story Writing</li><li>• Summary Writing</li><li>• The Art of Condensation</li><li>• Organizing content</li></ul>	<b>06</b>

	<ul style="list-style-type: none"> <li>• Paragraph Writing and Types</li> </ul>	
3	<b>English Comprehension Skills</b> <ul style="list-style-type: none"> <li>• Note Making</li> <li>• Comprehension of Unseen Passage</li> <li>• Precise Writing Techniques</li> <li>• Speech Writing [ Introduction, Welcome, Farewell and Vote of Thanks, etc.]</li> </ul>	<b>06</b>
4	<b>Listening and Comprehension</b> <ul style="list-style-type: none"> <li>• Meaning and importance</li> <li>• Types of Listening</li> <li>• Tips for Effective Listening</li> <li>• Barriers in Effective Listening</li> <li>• Listening of speeches and exercises</li> </ul>	<b>08</b>
5	<b>Reading and Comprehension</b> <ul style="list-style-type: none"> <li>• Meaning</li> <li>• Types of Reading [Scanning, Scheming, Extensive, etc.]</li> <li>• Tips for Effective Reading</li> <li>• Reading Newspapers</li> <li>• Reading and Note Making</li> <li>• Reading Journals</li> </ul>	<b>08</b>
6	<b>Writing Practices</b> <ul style="list-style-type: none"> <li>• Defining</li> <li>• Describing</li> <li>• Classifying</li> <li>• Writing Introduction</li> <li>• Writing Conclusion</li> </ul>	<b>06</b>
	<b>Total</b>	<b>40</b>
<b>Reference books :</b>		
	1. <i>Practical English Usage</i> . Michael Swan. OUP. 1995. 2. <i>Remedial English Grammar</i> . F.T. Wood. Macmillan.2007	

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|  | <ol style="list-style-type: none"><li>3. <i>On Writing Well</i>. William Zinsser. Harper Resource Book. 2001.</li><li>4. <i>English Grammar and Composition</i>, Paul and Suri, S. Chand and Sons Publication.</li><li>5. <i>High School English Grammar and Composition</i>, Wren and Martin, S. Chand Publication.</li><li>6. Meenakshi Raman and Sangeeta Sharma <i>Technical Communication Principles and Practice</i>, Third Edition. OXFORD University Press, New Delhi, 2015.</li></ol> |
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*SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED*

*BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY*

**Salient Features:-**

Syllabus includes all important aspects of food science and nutrition.

**Learning Objectives:-**

The subject aims to develop basic awareness of important nutrients, and acquire Knowledge of nutritional requirements for human beings and plan a balanced diet.

**Out-come:-**

Will prepare students to understand basic aspects of nutritional compositions, Balanced diet, evaluation of food, food microbiology, HACCP and new trends in food service industry.

Name of the Course <b>FOOD SCIENCE &amp; NUTRITION (FSN)</b>		Theory
<b>Course code: CCHMCT- VI B</b>		<b>Semester : II</b>
<b>Credits : - 2</b>		<b>Maximum Marks : 50</b> <b>Internal: 10</b> <b>External: 40</b>
<b>Theory: 3 hrs/week</b>		
Contents		MARKS
1.	<b>BASIC ASPECTS</b> <ul style="list-style-type: none"><li>• Definition in terms of Health, Nutrition and Nutrients; Importance of Food and Nutrients</li><li>• Definition and scope of food science</li></ul>	04
2.	<b>CARBOHYDRATES.</b> <ul style="list-style-type: none"><li>• Introduction and Classification.</li><li>• Effect of Energy and factors affecting Energy.</li><li>• Sources of Carbohydrate.</li><li>• Effect of Cooking on Carbohydrate.</li><li>• Health issues with Carbohydrate → Underweight and Obesity .</li></ul>	04
3.	<b>LIPIDS.</b> <ul style="list-style-type: none"><li>• Introduction and Classification.</li><li>• Dietary sources and Functions.l</li><li>• Effect of Cooking on Lipids Auto oxidation, Hydrogenation, Winterization and Smoking points.</li><li>• Cholesterol</li></ul>	04
4.	<b>PROTEINS</b> <ul style="list-style-type: none"><li>• Introduction and Classification.</li><li>• Dietary Sources and Function.</li><li>• Effect of cooking on Proteins - Denaturation,</li><li>• Emulsification, Foamability, Coagulation.</li></ul>	04
5.	<b>VITAMINS , MINERALS AND WATER</b> <ul style="list-style-type: none"><li>• Definition and Classification of Vitamins (A, D, E, K, B and C).</li><li>• Dietary Sources and Function of Vitamins.</li><li>• Definition and Classification of Minerals (Iron, calcium, Sodium, Iodine, Flourine)</li><li>• Dietary Sources and Functions of Minerals.</li><li>• Definition , Sources, Function of water</li></ul>	06

6.	<b>BALANCED DIET AND EVALUATION OF FOOD</b> <ul style="list-style-type: none"> <li>• Definition and Importance.</li> <li>• Factors affecting Balance Diet - (Age, Gender, Physiological state)</li> <li>• Menu planning &amp; its factors.</li> <li>• Introduction of Evaluation of food - (objective &amp; subjective)</li> </ul>	04
7	<b>FOOD MICROBIOLOGY</b> Classification & Morphology of Micro Organism, Factor affecting growth of micro – organism, Control of Micro – Organism In relation to food preservation, Harmful & Useful Micro – organism in the food industry, Role of Micro – organism in the production of fermented foods, Dairy products, bakery products, alcoholic beverages & vinegar.	08
8	<b>HAZARD ANALYSIS &amp; CRITICAL CONTROL POINT (HACCP) AND NEWER TRENDS IN FOOD SERVICE INDUSTRY.</b> Emulsion- Definition and Types. Flavours- Definition and Types. Browning – Definition, Types, Prevention. Food Labeling Additives, limitations as per PFA Act Importance, definition and Usages of HACCP, Definition, types of food	06
	<b>Total</b>	<b>40</b>

**SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED**  
**BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY**

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<b>Name of the Course FOOD SCIENCE &amp; NUTRITION (FSN)</b>		<b>Practical</b>
<b>Course code: CCHMCTP- V B</b>	<b>Semester : II</b>	
<b>Credits : - 2</b>	<b>Maximum Marks : 50</b> <b>Internal: 10</b> <b>External: 40</b>	
<b>Practical : 2 hrs/week</b>		
<b>Contents</b>		
1.	Preparation of Balance diet and calculations of various nutritional compositions	
2.	Plan & suggest a diet as per disease Diabetes mellitus, Heart disease, Kidney disease, jaundice and Peptic ulcer.	
3.	Detection of spoilage organism seen in various food stuffs.	
4.	Demonstration of effect of various cooking methods on food.	
5.	Preservation of food by using salt and sugar.	
6	Simple techniques of identification of food adulterations	
7	Sensory evaluation of foods	

**Reference Book:-**

1. Food Hygiene & Sanitation – S. Roday
2. Food Microbiology – Frazier
3. Complete Catering Science – OFG Kilgour
4. Safe food handling – Michel Jacob
5. Prevention of food adulteration act 1954
6. The science of food - 3rd Edition – PM Garman & KB Sherrington
7. Handbook of Food & Nutrition- Dr. M S Swaminathan
8. Nutrition & Dietics- Shubhangi Joshi
9. Fundamentals of Food & Nutrition- Sumathi R Mudanbi & M B Rajgopal
10. Therapeutic Nutrition- Prond Fit & Robinson Normal
11. Nutritive Value of Indian Food- Dr. C Gopalan