

First Year BHMCT (SEM - I)

Subject Code	Subject	Teaching Scheme (Hours / Week)			Examination Scheme			Total Marks
		L	P	T	T	P	I	
026101	Communication Skills & French I	3	-	1	80	-	20	100
026102	Food Production – I	2	8	1	40	40	20	100
026103	Rooms Division Operations – I	2	2	1	40	40	20	100
026104	Food and Beverage Service – I	2	2	1	40	40	20	100
026105	Food Commodities	3	-	1	80	-	20	100
026106	Introduction to Travel & Tourism I	3	-	1	80	-	20	100
Total		15	12	06	360	120	120	600

Subject – Communication Skills & French - I
Subject Code – 026101

Teaching Scheme			Examination Scheme			
Theory hrs / week	Tutorial hrs / week	Total	Theory Marks / hrs	Practical Marks	Internal Marks	Total Marks
03	01	04	80 / 3 hrs	-	20	100

Section I – Communication Skills

50 Marks

Ch I Communication Process

Hrs Marks

Process and Elements of Communication

3 10

Barriers to the effective Communication

Ch II Types of communication

4 10

Oral Communication – advantages and disadvantages

Speeches and presentation

Ch III Written communication

5 15

Advantages and disadvantages

Comprehension; Precis; Letters;

Memos, Notices.

Ch IV Body Language

3 15

Reference Books:

1. Development of Generic Skills: K Sudhesh
2. Development of Generic Skills II: K Sudhesh

30 marks

Section – II French

Hrs Marks

Ch I Verbs – er; ir; oir; re: present tense

5 5

Conjugations

Ch II Articles

2 5

definite; indefinite, contracted; partitive

Ch III Adjectives

colour; size, shape; qualifying adjectives; possessive adjectives

Ch IV Vocabulary related to kitchen

4 10

fruits; vegetables; fish; meat; basic culinary terms; Basic vocabulary in day to day use.

Ch V Negation	4	5
singular, plural of nouns and adjectives.		
Ch VI Self introduction in French.	1	5

Subject – Food Production - I
Subject Code – 026102

Teaching Scheme				Examination Scheme			
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks / hrs	Practical Marks	Internal Marks	Total Marks
02	01	08	11	40 / 2 hrs	40	20	100

Ch - I

Hours

Marks

06

10

Introduction to cookery

Culinary history

Classic and modern cuisine

Kitchen brigade

Duties of kitchen staff

Inter departmental co-ordination

Attributes of kitchen staff

Personal hygiene - basic rules

Ch - II

06

10

Mise-en-place

Importance

Weights and volume equivalents

Preparation of ingredients

Methods of mixing food

Textures

Kitchen tools and equipments (various tools used in kitchen, care and use, maintenance)

Ch - III

06

10

Methods of cooking food

Classification

Important features

Principles of each method

Advantages and disadvantages

Methods of heat transfer - conduction, convection and radiation

Ch – IV

06

10

Raw materials used in kitchen

Classification

Effect of heat on various raw material - proteins, fats, carbohydrates, vitamins, minerals.

Practicals

Basic Indian Menus - 24 (03 course each)

Reference Books

1. Modern cookery –Thangam Philip
2. Professional Cooking-Wayne Gisslen
3. Theory of Cookery- Krishna Arora
4. Theory of Catering – Kinton Ceserani
5. Practical Cookery - Kinton Ceserani
6. Basic Cookery –Richard Maetland &Derek Welsby
7. Principles of Catering –Michael Colleer & Colin Sussams
8. Cooking Ingredients –Ingram &Christine

Subject – Rooms Division Operations – I
Subject Code – 026103

Teaching Scheme				Examination Scheme			
Theory hrs / week	Tutorial hrs / week	Practical hrs /week	Total	Theory Marks / hrs	Practical Marks	Internal Marks	Total Marks
02	01	02	05	40 / 2 hrs	40	20	100

Section – I Housekeeping

20 Marks
Hours Marks

Ch I Introduction to House keeping department

2 2

Layout of Housekeeping department

Functions of each section

Housekeeping control desk, function and importance

Importance of Housekeeping department

Ch II Functions of Housekeeping department, areas of responsibility

2 2

Ch III Organizational chart of the Housekeeping department

4 8

Housekeeping department of small, medium and large hotel.

Duties and responsibilities of each staff

Co-ordination with other departments

Ch IV Cleaning equipments and cleaning agents

4 8

Use, care, maintenance of cleaning equipments

Use, care, storage of cleaning agents

Ch V Glossary of terms – related to above mentioned topics.

Reference Books:

Hotel Housekeeping Operations & Management

G. Raghubalan & Smriti Raghubalan

Oxford Higher Education

Section II Front Office

20 Marks
Hours Marks

Ch I Introduction to Hotel Industry

1 2

Evolution of Hotel industry

Classification of hotels according to size, location, length of stay etc.

Ch II Introduction of Front office department

3 4

Organizational chart of small, medium, and large hotel

Layout of Front office department

Duties and responsibilities of Front office staff

Co-ordination with other departments

Ch III Basis of charging tariff	3	6
Types of rooms		
Types of room rates		
Basis of room charging		

Ch IV Reservation	6	8
Guest cycle		
Modes and sources of reservation		
Importance of reservations		
Types of reservations		
Procedures and formats of reservation		
CRS and Instant reservation		
Cancellation and amendments of reservation		
Overbooking		

Ch V Glossary – related to above topics

Reference Books:

1. Front Office Management
2. S. K. Bhatnagar
3. Frank Bros. & Co. Ltd.
4. Managing Front Office operations
5. Michael Kasavana
6. Richard Brooks
7. AHLA Publication

Practicals

Housekeeping: 07 practicals

Bed making

Guest room cleaning

Polishing of various surfaces, like silver, brass, laminated, glass, arranging chamber maids trolley.

Front Office: 07 practicals

Telephone manners, Guest reservation on phone, Incoming / outgoing call, Denying reservation, cancelling, amending reservation, handling messages.

Subject – Food and Beverage Service - I
Subject Code – 026104

Teaching Scheme				Examination Scheme			
Theory Hrs / week	Tutorial Hrs / week	Practical Hrs /week	Total	Theory Marks / Hrs	Practical Marks	Internal Marks	Total Marks
02	01	02	05	40 / 2 hrs	40	20	100

Hrs. Marks

Ch I Introduction to Food & beverage industry

04 04

Classification of catering establishments

Introduction to Food & Beverage Operations

Ch II Food & Beverage areas in a Hotel, Restaurant, Coffee shop, Room Service,

Bars, Banquettes, Snack Bars, Auxiliary areas.

04 06

Ch III Food & Beverage Service equipments –

06 08

Types and usage of equipments, furniture Silverware, glassware, linen, disposables, special equipments.

Ch IV Food & Beverage service personnel

06 08

F & B organization, job description and specification.

Attitudes and attributes of F & B service personnel, competencies

Interdepartmental co-ordination.

Ch V F & B service methods

12 14

Table service, Silver service, English service, Butler service, French, Russian, American service.

Self service, Buffet, cafeteria

Specialized service – Gueridon, Lounge, Room, Trolley service

Single point service

Mise-en-place, Mise-en-scene

Practicals

Restaurant etiquettes

Restaurant hygiene practices

Mise-en-place, mise-en-scene

Identification of equipments

Laying, re-laying of table cloth

Napkin folds

Laying Cover

Carrying tray / salver

Service of water

Handling service gears

Reference Books:-

Title	Author
1. Food & Beverage Service	-Lillicrap, Cousins & Smith
2. Food & Beverage Service Training Manual	-Sudhir Andrews

Subject – Food Commodities
Subject Code – 026105

Teaching Scheme			Examination Scheme			
Theory hrs / week	Tutorial hrs / week	Total	Theory Marks / hrs	Practical Marks	Internal Marks	Total Marks
02	01	03	80 / 3 hrs	-	20	100

	Hrs.	Marks
Ch I Vegetables and Fruits – Classification, Storages and Uses	4	10
Ch II Cereals and Pulses	8	12
Wheat – composition & structure; types of flour		
Rice – Types of rice and rice products		
Maize, barley and Oats		
Pulses – Types & cooking		
Ch III Fats and Oils	3	10
Sources & Properties; hydrogenation; rendering of Fats Factors causing rancidity		
Ch IV Sugar – Sources, types, uses, storage	3	10
Ch V Raising Agents – Classification, definition, uses	3	10
Ch VI Eggs – composition, structure, uses, storage	2	4
Ch VII Milk – composition, types, uses	2	4
Ch VIII Cheese – Manufacturing of Cheddar cheese, classification of cheese. Uses and storage	3	4
Ch IX Butter – manufacturing, types, uses	2	4
Ch X Cream – types, uses	2	4
Ch XI Herbs, Spices & Condiments – Definition, functions, uses	2	4
Ch XII Tea and Coffee	2	4
Coffee – Types of bean, Types of coffee		
Tea – Grades of tea		

Reference Books

1. Food Commodities - Bernard Davis

Subject – Introduction to Travel and Tourism - I
Subject Code – 026106

Teaching Scheme			Examination Scheme			
Theory hrs / week	Tutorial hrs / week	Total	Theory Marks / hrs	Practical Marks	Internal Marks	Total Marks
02	01	03	80 / 3 hrs	-	20	100

	Hours	Marks
Ch I Introduction to Tourism industry	8	15
Tourism as phenomenon		
Definition – Tourism, Tourist – Domestic, International, Inbound, Outbound		
Destinations		
Growth of Tourism as industry		
Scope of tourism, present and future trends.		
Ch II Tourism Motivators	10	25
Factors motivating tourism		
4S formula: Sun, Sea, Sand and Sex		
Leisure, Culture, Health		
VFR		
Business Pilgrimage, Sports, Adventure etc.		
Ch III Forms and Types of Tourism	8	15
Cultural and Social tourism		
Eco Tourism		
Alternative tourism		
Convention tourism etc.		
Ch IV Tourism Infrastructure	10	25
Basic infrastructure required – Transport / Accommodation / Food		
Importance of infrastructure in growth of tourism		
Subsidiary services in tourism		

Assignments:

Handicraft, Costumes, Textiles of India
Arts, Music, Dances of India
Festivals and Fairs
Cuisine and customs of India.

Reference Books:

1. Tourism Operations and Management
2. Ms. Sunetra Roday
3. Ms. Archana Biwal
4. Ms. Vandana Joshi