

Office of the Registrar
Academic & Council Branch
Jamia Millia Islamia

Minutes

of the ordinary meeting of the Majlis-i-Talimi (Academic Council) (AC-1/2019) held on 4.2.2019 at 11:30 a.m. in the Mir Anis Hall, Dayar-e-Mir Taqi Mir, Administrative Block, Jamia Millia Islamia, New Delhi.

An ordinary meeting of the Majlis-i-Talimi (Academic Council) (AC-1/2019) was held on 4.2.2019 at 11.30 a.m. in the Mir Anis Hall, Dayar-e-Mir Taqi Mir, Administrative Block, Jamia Millia Islamia, New Delhi-110025.

The following were present:

1. Prof. Shahid Ashraf
Shaikh-ul-Jamia (Vice-Chancellor), JMI
Head, Deptt. of Economics, JMI - Chairman
2. Prof. M. Sami
Dean, Faculty of Natural Sciences, JMI
Director, Centre for Theoretical Physics, JMI - Member
3. Prof. Wahajuddin Alvi
Dean, Faculty of Humanities & Languages, JMI - Member
4. Prof. Ilyas Husain
Dean, Faculty of Education, JMI - Member
5. Prof. N.U. Khan
Dean, Faculty of Social Sciences, JMI
Offg. Director, K.R.N. Centre for Dalit & Minorities Studies/
Offg. Director, CSCRC. - Member
6. Prof. Mohd. Muzaffarul Hasan
Offg. Dean, Faculty of Engineering & Technology, JMI - Member
7. Prof. Nuzhat Parveen Khan
Dean, Faculty of Law, JMI - Member
8. Prof. Hina Zia
Dean, Faculty of Architecture & Ekistics, JMI - Member
9. Prof. Naved Iqbal
Dean Students' Welfare, JMI - Member
10. Prof. Nuzhat Kazmi
Dean, Faculty of Fine Arts, JMI
Offg. Head, Deptt. of Art History & Art Appreciation, JMI
Offg. Head, Department of Graphics Art, JMI - Member
11. Prof. Sarita Kohli
Dean, Faculty of Dentistry, JMI - Member
12. Prof. Nishat Manzar
Head, Department of History & Culture, JMI - Member
13. Prof. Wajeehuddin Shehpar Rasool
Head, Department of Urdu, JMI - Member

- 2.24 Approval on the following qualification/specialization for additional faculty positions of Professor, Associate Professor and Assistant Professor in the Deptt. of Educational Studies, JMI:

S.No.	Name of post	Specialization
1.	Professor	Psychology Education
2.	Associate Professor	Language Education
3.	Associate Professor (Hearing Impairment)	Previous specialization may be considered.

Institution of Scholarship

- 2.25 Approval on institution of scholarship in memory of Late Prof. Mohd. Naziruddin Meenai in the Department of Political Science, JMI.

Action: DSW

New programmes during 2018-19

- 2.26 Approval on introduction of the following new programs in the Department of Applied Sciences & Humanities, JMI from the academic session 2018-19 duly recommended by the Board of Studies in its meetings held on 07.03.2018:
- M.Tech. in Computational Mathematics (Self-Finance)
 - M.Tech. in Energy Sciences (Self-Finance)
- 2.27 Approval on introduction of the following new programs in the Department of Tourism, Hotel, Hospitality and Heritage Studies, JMI from the academic session 2018-19 in pursuance of the MoU signed between JMI and India Tourism Development Corporation (ITDC), New Delhi:
- Three-year Bachelors of Vocation (B.Voc.) in Food Production (Self-Finance); and
 - One year Diploma in Hospitality Management (Self-Finance).
- 2.28 Approval on introduction of PG Program M.Sc. Microbiology (Self-financed, Evening) in the Department of Biosciences, JMI from the current academic session 2018-19.
- 2.29 Approval on change of following nomenclature in respect of programs being offered in the India-Arab Cultural Centre:
- from PhD in Gulf Studies to M.Phil/PhD in International Studies-Arab Islamic Culture; and
 - from M.A. (Arab-Islamic Culture) to M.A. (International Studies-Arab-Islamic Culture).
- 2.30 Approval on eligibility for admission to Diploma in Korean Language – instead of prescribed eligibility criteria for admission to Diploma in Korean Language i.e. "Passed Certificate in Korean Language with not less than 45% from UGC recognized university or must have passed 1st year of 3 year UG program in Korean Language not less than 45% marks from UGC recognized institution" admission shall be given to those applicants who have earned certificate from the Korean Culture Centre or have done equivalent course in Korean Language which will be applicable only to the academic year i.e. 2018-19.

Office of the Registrar
Academic & Council Branch
Jamia Millia Islamia

Minutes

of the ordinary meeting of the Majlis-i-Talimi (Academic Council) (AC-I/2017) held on 25.01.2017 at 3:00 p.m. in the Conference Hall, Dayar-e-Mir Taqi Mir, Administrative Block, Jamia Millia Islamia, New Delhi.

An ordinary meeting of the *Majlis-i-Talimi* (Academic Council) (AC-I/2017) was held on Wednesday, the 25th January, 2017 at 3.00 p.m. in the Conference Hall, Dayar-e-Mir Taqi Mir, Administrative Block, Jamia Millia Islamia, New Delhi.

The following were present:

1. Prof. Talat Ahmad : Chairman
Shaikh-ul-Jamia (Vice-Chancellor)
2. Prof. Shahid Ashraf : Member
Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor)
3. Prof. Sharif Ahmad, : Member
Dean, F/o Natural Sciences, JMI
4. Prof. M. Asaduddin : Member
Dean, F/o Humanities & Languages/Offg. Director,
Centre for Comparative Religion & Civilizations, JMI
5. Prof. Ilyas Husain : Member
Dean, F/o Education, JMI
6. Prof. Mohammad Shafiq : Member
Dean, F/o Social Sciences/Offg. Director, K.R.N. Centre for
Dalit & Minorities Studies, JMI
7. Prof. Mehtab Alam, : Member
Dean, F/o Engineering & Technology/Chief Proctor, JMI
8. Prof. Nuzhat Parveen Khan, : Member
Dean, F/o Law, JMI
9. Prof. S. M. Akhtar, : Member
Dean, Faculty of Architecture & Ekistics, JMI
10. Prof. Tasneem Meenal : Member
Dean, Students' Welfare/Director, N.M. Centre for Peace &
Conflict Resolution, JMI
11. Prof. Sadre Alam : Member
Dean, F/o Fine Arts/HoD Graphics Arts, JMI

ITEMS FOR CONSIDERATION**AC-2017 (I): Reso.-3****Consideration of the proposal for change of name of one student and correction in father's name of one student of the University**

The Majlis (AC) considered the following request of a student for change of his name duly recommended by the Examination Committee in its meeting held on 28.11.2016:

Sl. No.	Old name of student	Class/Department	New name
1.	Anupama Duggal	M.Arch.	Anupama Chawla

Further, the Majlis (AC) considered and approved the request of **Ms. Farzana Malik** for correction in the name of her father as recommended by the Examination Committee in its meeting held on 28.11.2016 as per details given below:

Sl. No.	Old name of Student's Father	Class/Department	New name
1.	Alimuddin	B.A. (Private) B.Ed. (Distance Mode)	Alimuddin Malik

[Action: Controller of Examinations]

AC-2017 (I): Reso.-4**Consideration of the draft e-Prospectus of the University for the academic session 2017-18 along with the Application Form and introduction of six new programmes.**

The Majlis (AC) considered and approved, in principle, the draft e-Prospectus of the University submitted by the Prospectus Committee under the Chairmanship of Mr. A. P. Siddiqui, IPS, Registrar, JMI for the academic year 2017-18 alongwith online submission of Application Form, incorporation of new programmes and discontinuation of B.A. (Hons.) Hotel Management, Travel and Tourism (Self-financed) programme (**Annexure-XXIII**) :

- (a) **M.A. (International Relations-West Asian Studies) (Regular)** with intake of 30 seats;
- (b) **LL.M. (Executive) (Self-financed)** with intake of 30 seats (**Annexure-XXIV**);
- (c) **Diploma in Unani Pharmacy (Self-financed)** with intake of 40 seats;
- (d) **Bachelor of Hotel Management (BHM) (Self-financed)** with intake of 30 seats (**Annexure-XXV**);
- (e) **Bachelor of Tourism and Travel Management (BTTM) (Self-financed)** with intake of 30 seats (**Annexure-XXVI**); and
- (f) **Master in Tourism and Travel Management (MTTM) (Self-financed)** with intake of 30 seats (**Annexure-XXVII**).

[Action: AR (A&C)]

Office of the Registrar
Academic & Council Branch
Jamia Millia Islamia

Minutes

of the ordinary meeting of the Majlis-i-Talimi (Academic Council) (AC-II/2014) held on 17 October, 2014 (Friday) at 11.00 a.m. in the Conference Hall, Dayar-e-Mir Taqi Mir, Administrative Block, Jamia Millia Islamia, New Delhi.

An ordinary meeting of the *Majlis-i-Talimi* (Academic Council) (AC-II/2014) was held on Friday, the 17th October 2014 at 11.00 a.m., in the Conference Hall, Dayar-e-Mir Taqi Mir, Administrative Block, Jamia Millia Islamia, New Delhi.

The following were present:

1. Prof. Talat Ahmad : Chairman
Shaikh-ul-Jamia (Vice-Chancellor), JMI
2. Prof. Sharfuddin Ahmad, : Member
Dean, F/o Natural Sciences/Hony. Advisor
(Centres), JMI
3. Prof. G. P. Sharma : Member
Dean, F/o Humanities & Languages/Offg.
Director,
Centre for Comparative Religion &
Civilizations/Jamia's Premchand Archives &
Literary Centre/Tourism, Hotel, Hospitality and
Heritage Studies, JMI
4. Prof. Ahrar Husain : Member
Dean, F/o Education/Elected Member, JMI
5. Prof. Mohammad Shafique : Member
Dean, F/o Social Sciences/Offg. Director,
K.R.N. Centre for Dalit & Minorities Studies/S.N.
Centre for Women's Studies, JMI
6. Prof. Mohammad Shakeel, : Member
Dean, F/o Engg. & Technology/HoD, Civil
Engg/Offg. Dean, F/o Architecture & Ekistics,
JMI, Offg. Head, D/o Computer Engineering,
JMI
7. Prof. Manjula Batra, : Member
Dean, F/o Law, JMI
8. Prof. Tasneem Meenai : Member
Dean Students' Welfare/Director, N.M. Centre
for Peace & Conflict Resolution, JMI



experience of the North Eastern region in a number of fields. The Centre for North East Studies and Policy Research has a focus among others, research and documentation; ethnicity and identity formation; economy, trade and growth; Look East Policy; relations with neighbours and South East Asia; energy and environment including climate change; history of the region; independence movements; conflict and governance; the Sixth Schedule; migration and refugees issues and energy environment.

Note: The essential qualifications as prescribed by the UGC will remain the same.

[Action: AR (A&C)]

AC-2014 (II): Resolution-26

Qualification for promotion from Associate Professor to the post of Professor in Visual Arts and approval of API proforma for faculty members of the Faculty of Fine Arts, JMI.

The Majlis (AC) considered and approved the recommendations of the Committee constituted to re-group/re-organize the qualification for direct recruitment and promotion from Associate Professor to the post of Professor in Visual Arts in the Faculty of Fine Arts and also API proforma as given at **Annexure- XXV**.

[Action: AR (A&C)]

AC-2014 (II): Resolution-27

Qualifications/specialization for the post sanctioned by the UGC under XII Plan allocation in the Department of Tourism, Hotel, Hospitality and Heritage Studies, JMI.

The Majlis (AC) considered and approved the following qualifications/ specialization for the posts sanctioned by the UGC under XII Plan allocation duly recommended by the Board of Studies of the Department of Tourism, Hotel, Hospitality and Heritage Studies in its meeting held on 28.05.2014:

1. Qualification for the post of Professor:

Masters Degree and Ph.D. in Tourism/Masters Degree and Ph.D. in Management.

2. Qualification for the post of Associate Professor:

Masters Degree and Ph.D. in Tourism/Masters Degree and Ph.D. in Management.

3. Qualification for the post of Asstt. Professor:

Masters in Tourism with desirable specialization in Computerized Reservation System (CRS).

(Signature)

Academic & Council Branch

(Registrar's Office)
Jamia Millia Islamia

Minutes

of the meeting of the Majlis-i-Talimi (Academic Council) (AC-II/2009) held on Monday, the 23rd March 2009 at 3:00 p.m., in the Conference Hall, Dayar-e-Mir Taqi Mir, Administrative Block, Jamia Millia Islamia, New Delhi.

A meeting of the Majlis-i-Talimi (Academic Council) (AC-II/2009) held on Monday, the 23rd March, 2009, at 3.00 p.m., in the Conference Hall, Dayar-e-Mir Taqi Mir, Jamia Millia Islamia, New Delhi.

The following were present:

1. Prof. Mushirul Hasan : Chairman
Shaikh-ul-Jamia (Vice-Chancellor)
2. Prof. S. Inayet A. Zaidi, : Member
Dean, F/o Humanities & Languages, JMI
3. Prof. S.M. Rashid, : Member
Dean, F/o Natural Sciences, JMI
4. Prof. S. Sikander Nabi : Member
Dean, F/o Engineering & Technology, JMI
5. Prof. Anjali Gandhi, : Member
Dean, F/o Social Sciences, JMI
Head, D/o Social Work, JMI
6. Prof. Farida A. Khan : Member
Dean, F/o Education, JMI
Head, D/o Educational Studies, JMI.
7. Prof. T. H. Khan : Member
Dean, F/o Law, JMI
8. Prof. S. Ghazanfar H. Zaidi : Member
Dean, F/o Fine Arts/HoD D/o Graphics Art, JMI
9. Prof. S. M. Akhtar, : Member
Dean, F/o Architecture & Ekistics, JMI.
10. Prof. Zubair Meenai : Member
Dean, Students' Welfare, JMI.

AC-2009 (II): Reso.-4 & 5

Decision on the proposals for amendment in Ordinance 8 (VIII) concerning the Master of Philosophy (M. Phil.) and in Ordinance 9 (IX) concerning the degree of Doctor of Philosophy (Ph.D.).

The Majlis (AC) requested all the members to go through the proposed amendments and send their suggestions to Prof. Zahid Husain Khan, Hony. Director, FTK-CIT and Chairman, Ordinance Committee for consideration.

While appreciating the efforts made by the Ordinance Committee and its members for preparing the draft Ordinance comprehensively, the Vice-Chancellor (Chairman) directed that it should be placed for consideration of the Majlis (AC) in its next meeting.

(Action: Chairman, Ordinance Committee/AR, L/O)

AC-2009 (II): Reso.-6

Approval of the proposal of the Ministry of Culture for establishment of Commemorative Chair for A.M. Khwaja, ex-Vice-Chancellor of Jamia Millia Islamia.

The Majlis (AC) considered and approved the proposal of the Ministry of Culture, Government of India, for establishment of a Commemorative Chair in Jamia for A.M. Khwaja, ex-Vice-Chancellor, Jamia Millia Islamia (**Annexure-I**).

(Action: AR, Planning & Development Cell)

AC-2009 (II): Reso.-7

Endorsement of the sanction of grant-in-aid for introduction of Tourism and Hospitality Courses in Jamia Millia Islamia received from Ministry of Tourism, Government of India.

The Majlis (AC) considered and endorsed the content of the letter (no.76(15)/2009/HRD dated 2.3.2009) received from the Ministry of Tourism Govt. of India, sanctioning grant-in-aid for introduction of tourism and hospitality courses in Jamia Millia Islamia.

While approving the above, the Majlis (AC) also resolved to create a separate Department namely "Department of Tourism, Hotel, Hospitality & Heritage Studies" under the Faculty of Humanities & Languages thereby amending the Clause 3 of the Statute 20 of JMI Act, 1988 (**Annexure-II**).

(Action: Dean, F/O Hum. & Lang/AR, A&C)



PhD Programme

Doctor of Philosophy
(Tourism and Hospitality)

Department of Tourism,
Hotel, Hospitality and
Heritage Studies

**Jamia Millia Islamia,
New Delhi**

This document outlines the details of the PhD programme offered by Department of Tourism, Hotel, Hospitality and Heritage Studies of Jamia Millia Islamia. This document is an effort to outline the process for the convenience of aspirants. However, in case of a doubt/dispute the relevant Ordinances and Regulations of the University shall prevail.

Coursework guidelines

All candidates admitted to the Ph.D. programme shall have to complete a *Coursework*. This will be treated as a pre-Ph.D. course. All candidates must meet the minimum requirement of 75% attendance during the course work offered by the Department and will be required to complete the given courses within the prescribed duration of at least one semester.

However, such candidates who have successfully completed a regular M.Phil. Programme of two years duration will be exempted from course work while pursuing Ph.D. programme, provided that such candidates were admitted to M.Phil. Programme through an entrance examination and have also studied a course on “Research Methodology” while pursuing the M.Phil. programme.

Preamble

The course work is designed to support and prepare candidates for quality research. By undergoing this course work, the scholar will get equipped with fundamentals of research methodology and also recent developments in the field of their respective specializations. Each learner after having been admitted to the Ph.D. degree programme shall be required to undertake course work for a minimum period of one semester (6 months). The course work shall be treated as pre-Ph.D. preparation.

Salient features of the coursework

- Duration of Course Work: One Semester (6 Months)
- There will be four courses each worth 4 credits each and for 100 points each.
- Duration of exam, wherever applicable, for each of these courses will be 3 hours.
- The examination will be held at the end of the Semester.

<i>Nomenclature</i>	DOCTOR OF PHILOSOPHY IN TOURISM AND HOSPITALITY
<i>Department</i>	Department of Tourism, Hotel, Hospitality and Heritage Studies
<i>Faculty</i>	Faculty of Humanities and Languages
<i>Type</i>	Research Programme
<i>Level</i>	Level 10
<i>Duration</i>	One Semester Course work, minimum 6 semester programme
<i>Evaluation</i>	As per university rules
<i>Credits</i>	16 Credit Coursework
<i>Intake</i>	To be announced each time as per places available
<i>Fees</i>	As per university rules
<i>Background</i>	Department seeks to train young scholars with research skills to further their careers as academics or researchers. There are few universities in the country that offer PhD in tourism and hospitality. There are many universities that are coming up with tourism and hospitality programmes wherein they would require qualified teachers. Industry also relies on private research consultants and organisations for intelligence. The doctoral candidates of the university may also serve this need.
<i>Eligibility</i>	Postgraduate in tourism, hospitality or any allied subjects. For details refer to the relevant Ordinance of the University.
<i>Admission</i>	As per Relevant Ordinance of the University.
<i>Requirements</i>	Desirable that the students seeking admission have good communication skills and some degree of comfort with using computers.

<i>Courses</i>	<i>Code</i>	<i>Nomenclature</i>	<i>Credits</i>	<i>Internal</i>	<i>External</i>	<i>Total</i>
	PhD 101	Basic Statistics for Research	4	25	75	100
	PhD 102	Research Methodology	4	25	75	100
	PhD 103	Analytical Tools for Research	4	25	75	100
	PhD 104	Seminar	4	100		100
		Total	16			400



Postgraduate programme

Master in Tourism and Travel
Management (MTTM)
2018-20

Department of Tourism,
Hotel, Hospitality and
Heritage Studies

Jamia Millia Islamia, New Delhi

This document outlines the details of the Master in Tourism and Travel Management Programme offered by Department of Tourism, Hotel, Hospitality and Heritage Studies of Jamia Millia Islamia. This document is an effort to outline the process for the convenience of aspirants. However, in case of a doubt/dispute the relevant Ordinances and Regulations of the University shall prevail.

Master of Tourism and Travel Management

Department of Tourism, Hotel, Hospitality and Heritage Studies

Jamia Millia Islamia

Tourism is increasingly becoming important to the national and regional economy with a projected 10% contribution to the GDP by 2030. It is also expected to contribute almost 10% to the total employment by this time. Tourism is a priority with most provincial governments because of its ability to create jobs locally and therefore effect an equitable distribution of wealth so generated. An important challenge before the country is to create employable youth who can closely meet the expectations of the industry, the employer. It is therefore envisaged that the MTTM programme of the university shall focus on Activity Based Learning (ABL). The programme shall therefore have a large component of practical exposure so as to narrow the gap between what is expected by the industry and what is taught on the programme. The programme will create opportunities for the learners to work as closely as possible with the industry and be able to get back to the class (learning spaces) to reflect on their learning experiences.

Programme acknowledges the fact that the postgraduates shall be working as executives in the tourism and allied sectors who should be ready to shoulder supervisory responsibilities within a span of three to four years. Alternatively, they may also decide to raise their own ventures. Entrepreneurship will be a cherished value of the programme.

It is also acknowledged that graduates from different streams of learning will join this programme with little or no prior knowledge of tourism. The programme will therefore include the following:

1. Courses on basic understanding of tourism and its operations
2. Courses on that will help manage a tourism company
3. Courses that will serve as a foundation to # 2 above
4. Courses to impart personal and professional skills those are considered important for this sector
5. Business leadership skills

Some considerations in designing the programme include the following:

- A. The DTHHHS proposes to have a professional post graduate programme on lines of CBCS.
- B. The MTTM programme at JMI is proposed for 108 credits.
- C. It is also understood that some companies in the tourism sector handle Indian customers traveling abroad where the companies help them with frontier formalities and the executive of such companies must be able to sell international destination and itineraries. This is external tourism (or out bound tourism). On the other hand, there are companies that facilitate travel of international visitors to India (Inbound tourism). Such companies must be expert in local destinations and travel. Similarly, some other companies deal with domestic travellers. The last two categories can be clubbed as Internal Tourism. The MTTM programme at JMI will focus on these two segments and accordingly allow students to choose from among these two specialisations.
- D. The first semester is devoted to building a conceptual base. There are foundation courses in both tourism (101, 103, and 105) and Business Management (102, 106) there will one CBCE course (101). One of the important skills required for this sector are the interpersonal skills. The semester has one courses dedicated to this (107). The second semester will focus on the three functional areas of business management (201, 202 and 203). There will one CBCE course (201).

Towards the end of first academic year of study the students would be evaluated for their overall understanding of tourism as they ready themselves to go for 6 to 8-week internship between the II and III semesters of study. Third semester is devoted to integration and consolidation. Based on industry feedback and immediate requirement (employability) three courses are placed in this semester (301, 302, and 303). While there is an advanced course on Foreign Language (309). There will one CBCE course (304) and one AECC (306)

The fourth semester will be devoted to on-the-job training and reporting. The students having undergone summer internship will present their reports in the fourth semester. Students will also prepare and present the report of their on-the-job-training. Students are also expected to undertake a study tour during the II or III semester and will submit a detailed report during the IV semester.

Nomenclature	MASTER IN TOURISM AND TRAVEL MANAGEMENT
Department	Department of Tourism, Hotel, Hospitality and Heritage Studies
Faculty	Faculty of Humanities and Languages
Type	Postgraduate programme
Level	Level 8 and 9
Duration	Two-year full time, a four-semester programme
Evaluation	Semester
Credits	108 credits
Intake	30
Background	The objective of the course is to prepare professionals to shoulder managerial responsibilities in tourism and allied sector. Learners would also be empowered to raise their own enterprises.
Eligibility	Graduates with at least 45% marks.
Admission	Based on admission test (60%) and personal interview (20%) and Group discussion (20%)
Requirements	Desirable that the students seeking admission have good communication skills and some degree of comfort with using computers. They should love travelling and interacting with people.

Programme structure Admission 18-19

Course		L-T-P	
Semester I		Credits	
MTM 101	Introduction to Tourism and Transportation	4	3-0-1
MTM 102	Management Concepts and Organisation Behaviour	4	3-0-0
MTM 103	Tourism Geography	4	3-0-0
MTM 104	Travel Agency Management and Tour Operations	4	3-0-0
MTM 105	Heritage and Tourism Resources of India	4	3-0-0
MTM 106	Communication Skills Laboratory	4	0-2-1
MTM 107	Seminar	4	0-0-3
<i>Total</i>		28	

Semester II			
MTM 201	Human Resource Management	4	3-0-0
MTM 202	Accounting and Finance for Tourism	4	3-0-0
MTM 203	Tourism Marketing	4	3-0-0
MTM 204	E-Tourism and Digital Marketing	4	3-0-0
MTM 205	Foreign Language (I)	4	3-0-1
MTM 206	Itineraries of India	4	3-0-0
MTM 207	Viva-Voce	4	0-4-1
<i>Total</i>		28	

Semester III			
MTM 301	Meetings, Incentives, Conventions and Exhibitions	4	3-0-0
MTM 302	Tour Leadership and Management	4	3-0-0
MTM 303	Tourism Planning and Strategy	4	3-0-0
MTM 304	Entrepreneurship and Small Business Management	4	1-2-2
MTM 305	Destinations of the World	4	0-4-1
MTM 306	Airfare ticketing and documentation	4	3-0-0
MTM 307	Foreign Language (II)	4	3-0-0
<i>Total</i>		28	

Semester IV			
MTM 401	Summer Internship and Report (Presentation) (4+2)	6	0-25-1
MTM 402	On the Job Training and Report (Presentation) (8 + 2)	10	0-25-2
MTM 403	Study Tour (Adventure Tour) and Report on (Presentation)	4	0-25-1
MTM 404	Comprehensive Viva Voce	4	

Total 24

Grand Total 108

Notes:

1. 6 to 8-week internship/ training under supervision is equivalent to 4 credits while preparation of the report is 2 credits. The two-month summer internship is equivalent to 6 credits.
2. 1 Credit of Theory is equal to 1 hour per week; 1 Credit of Tutorial is equal to 1 hour/ week; and, 1 Credit of Practical is equal to 2 hour/ week.
3. Courses 106,107, 203,206,207,305,401,402,403, 404 are practical courses and there shall not be an external written exam. External exams for 75% grades in these courses will be based on viva, presentations, reports, business plan, etc. to be evaluated by an external examiner. For all other courses there will be a written semester end examination.
4. Students will move to industry for On-the-job training after the III Semester. There will be 6-8 weeks of Internship after the II Semester. And there will be a study tour during II or III semester and students would submit a report during the IV semester.
5. Courses 101, 201 and 304 are being offered as CBCS courses of 4 credits each.



Undergraduate Programme

Bachelor of Tourism and
Travel Management (BTTM)
2018-22

Department of Tourism,
Hotel, Hospitality and
Heritage Studies

**Jamia Millia Islamia, New
Delhi**

EXIT LEVEL OUTCOMES

BTTM (Bachelor of Tourism and Travel Management) at Department of Tourism, Hotel, Hospitality and Heritage Studies of Jamia Millia Islamia is an 8-semester taught undergraduate programme targeted at preparing learners frontline and supervisor jobs in the tourism industry. In line with the national aspiration of preparing youth with employment ready skills on one hand and with industry’s long-standing requirement of employment ready human resource on the other hand, Jamia’s undergraduate programme is targeted at preparing youth with following job roles-

1. Office Assistants with travel companies (Office assistants, transfer assistants)
2. Tour Managers (Outbound, Inbound, Domestic)
3. Ticketing Agents
4. Event Assistants

Nomenclature	BACHELOR OF TOURISM AND TRAVEL MANAGEMENT (BTTM)
Department	Department of Tourism, Hotel, Hospitality and Heritage Studies
Faculty	Faculty of Humanities and Languages
Type	Undergraduate Programme
Level	Level 5 to 8
Duration	Four-year, Eight semester programme
Evaluation	Semester end exams
Credits	160 credits
Intake	40
Background	A good number of travel agencies and tour operators require individuals to assist the office. A graduate with good communication skills and some basic training is welcome in small and medium sized tourism companies distributed all over the country including Y and Z category cities and towns. Travelling is a cherished value at DTHHHS.
Eligibility	At least 45 % in Class XII.
Admission	Based on admission test (70%) and interview (30%)
Requirements	Desirable that the students seeking admission have good communication skills and some degree of comfort with using computers.

The programmes therefore envisage delivering a set of knowledge, skill, attitudes, values. An illustrative list is as follows:

Knowledge

- Knowledge of concept of business enterprise, values, quality,
- Knowledge of basic principles of management
- Knowledge of functional areas of a business enterprise
- Knowledge of operations and working of a travel company
- Knowledge of the business environments of a tourism company
- Understanding of Indian geography, history and culture
- Knowledge of tourism resources and products of India
- Knowledge of tourism products popular with Indian outbound markets
- Understanding of MICE

Skills

Soft skills

- Interpersonal skills
 - Handling customers
 - Meet and greet
- Handling groups
- Inter-cultural skills (Cross-cultural sensibilities)
- Handling grievances and complaints
- Team working
- Language skills- writing
- Presentation skills

Technical skills

- Ticketing
- Office filing and documentation
- Tour management skills
- Organizing events and conferences
- Foreign language skills
- Technical writing- reports
- Numerical ability
- Basic accounting
- Enterprising

Attitudes	Customer orientation Service attitude Entrepreneurial
Values	Sustainability, responsible tourism, Swatchata (Cleanliness and hygiene), integrity, safe and honorable tourism, gender sensibilities, equity, respect, etc. Entrepreneurialism

PEDAGOGY

Looking to the long-standing demand of the corporate for industry-ready human power, the Jamia’s BTTM programme is envisaged to use Activity Based Learning (ABL) with a large industrial exposure and training component. The pedagogy prefers active learning (rather than passive learning) through projects, case discussions, role-plays, student-led events, and extensive co-curricular events. Department will try to create as many as possible opportunities to allow learners an exposure to real-time events. Invited lectures by practitioners and entrepreneurs will be organized regularly. Traveling is a cherished ethic at the department. Students are encouraged to be avid travelers whereby they are keen observers and learn from their won travel experience.

COURSES

The University as per the guidelines of UGC proposes a 4-year BTTM programme under CBCS. The programme structure envisages 5 types of courses to be offered- 14-Discipline Specific Core Courses (DSC), 1 Ability Enhancement Compulsory Courses (AECC), 1-Skill Enhancement Courses (SEC), 5-Choice Based Courses Elective(CBCE), 14 Discipline Specific Elective Courses (DSE) and two papers (1-Compulsory and 1- Qualifying). UGC also allows universities to include more options to choose from for students in DSC and DSE. Given the four job roles as Exit Level Outcome for the BTTM Programme will be achieved through the following courses.

Discipline Specific Core (DSC) Courses

There will be 14 DSC courses distributed over first four semesters. Each course is worth 4 credits. The DSC courses will comprise of basic courses in tourism, foundation courses, business courses and functional courses.

<i>Code</i>	<i>Type</i>	<i>Nomenclature</i>
BTM 101(S)	DSC	Introduction to Tourism and Travel Management
BTM 102	DSC	History of India
BTM 103	DSC	Tourism Resources of India
BTM 201	DSC	Management Concepts and Organisation Behaviour
BTM 202	DSC	Basics of Economics
BTM 203(S)	DSC	Travel Agency Management and Tour Operations
BTM 301(S)	DSC	Transport Services in Tourism
BTM 302	DSC	Tourism Geography
BTM 303	DSC	Marketing Management
BTM 304	DSC	Accounting Skills for Tourism Business

BTM 401	DSC	Basics of Statistics
BTM 402	DSC	Human Resource Management
BTM 403(S)	DSC	Sustainable Tourism
BTM 404	DSC	Airline Ticketing and Fare Construction

A Student of BTTM programme at Jamia will have the option to choose 14 Discipline Specific Elective (DSE) courses. Each course is 4 credits. Students will have further choices to make in courses 503, 603 and 703. However, the Department reserves the right not to offer an elective, given its resource constraints.

<i>Code</i>	<i>Type</i>	<i>Nomenclature</i>
BTM 501	DSE	Basics of Financial Management
BTM 502(S)	DSE	Tour Guiding and Escorting
BTM 503A	DSE	Adventure Tourism (Theory 2 Credits + Tour 2 Credits)
BTM 503B	DSE	Rural Tourism
BTM 504	DSE	Foreign Language –I
BTM 601(S)	DSE	Destinations of India
BTM 602	DSE	Information Technology for Tourism
BTM 603A	DSE	Introduction to Hospitality Industry
BTM 603B	DSE	Air Cargo Management
BTM 604	DSE	Foreign Language-II
BTM 701(S)	DSE	Event Management
BTM 702	DSE	International Tourism Destinations
BTM 703A	DSE	Legal Framework for Tourism
BTM 703B	DSE	Project Work
BTM 704	DSE	Itinerary Costing and Preparation
BTM 801	DSE	On the Job Training (Industry Exposure)
BTM 802	DSE	Comprehensive Viva Voce

The students admitted to the programme shall further have choice to select one (1) course in each semester from a wide range of courses offered by various departments of the University as per their interest and as guided by Student Advisor under CBCS programme followed by the University. The coding and the name of the courses will be as per selection. However following pattern has to be followed under CBCS programme:

Semester I, II, IV, V, VII	Choice Based Courses Elective (CBCE)
Semester III	Ability Enhancement Compulsory Course (AECC)
Semester VI	Skill Enhancement Courses (SEC)

The students enrolled under the BTTM programme have to study one(1) Qualifying Paper (General Urdu and Islamiat/IRC/HRC) which is not to be counted in merit/credit in Semester -I and Semester – II.

Further there is one (1) Compulsory paper (English) of 4 credit (4 hours) in Semester -I and Semester – II. However, those students who have secured >75% in English in the qualifying exam can opt one language other than English. The Department would accommodate students from other departments of the University to attend following courses under subsidiary programme: BTM 101(S), BTM 203(S), BTM 301(S), BTM 403(S), BTM 502(S), BTM 601(S), and BTM 701(S) in each semester with regular students of the Department.

BTTM PROGRAMME STRUCTURE

<i>Code</i>	<i>Type</i>	<i>Nomenclature</i>	<i>Credits</i>	<i>Hrs/ Wk</i>
Semester I				
BTM 101(S)	DSC	Introduction to Tourism and Travel Management	4	4
BTM 102	DSC	History of India	4	4
BTM 103	DSC	Tourism Resources of India	4	4
		Total (Offered by the Department)	12	12
	CC	<i>English/ Other Language</i>	4	4
	CBCE	<i>CBCE (To be offered by other departments)</i>	4	4
	QC	<i>General Urdu and Islamiat/IRC/HRC</i>	-	-
		Total	20	20

Semester II				
BTM 201	DSC	Management Concepts and Organisation Behaviour	4	4
BTM 202	DSC	Basics of Economics	4	4
BTM 203(S)	DSC	Travel Agency Management and Tour Operations	4	4
		Total (Offered by the Department)	12	12
	CC	<i>English/ Other Language</i>	4	4
	CBCE	<i>CBCE (To be offered by other departments)</i>	4	4
	QC	<i>General Urdu and Islamiat/IRC/HRC</i>	-	-
		Total	20	20

Semester III				
BTM 301(S)	DSC	Transport Services in Tourism	4	4
BTM 302	DSC	Tourism Geography	4	4
BTM 303	DSC	Marketing Management	4	4
BTM 304	DSC	Accounting Skills for Tourism Business	4	4
		Total (Offered by the Department)	16	16
	AECC	<i>AECC (To be offered by other departments)</i>	4	4
		Total	20	20

Semester IV				
BTM 401	DSC	Basics of Statistics	4	4
BTM 402	DSC	Human Resource Management	4	4
BTM 403(S)	DSC	Sustainable Tourism	4	4
BTM 404	DSC	Airline Ticketing and Fare Construction	4	4
		Total (Offered by the Department)	16	16
	CBCE	<i>CBCE (To be offered by other departments)</i>	4	4
		Total	20	20

Semester V				
BTM 501	DSE	Basics of Financial Management	4	4
BTM 502(S)	DSE	Tour Guiding and Escorting	4	4
BTM 503A	DSE	Adventure Tourism (Theory 4 Credits + Tour 2 Credits)	4	4
BTM 503B	DSE	Rural Tourism	4	4
BTM 504	DSE	Foreign Language –I	4	4
		Total (Offered by the Department)	16	16
	CBCE	<i>CBCE (To be offered by other departments)</i>	4	4
		Total	20	20

Semester VI				
BTM 601(S)	DSE	Destinations of India	4	4
BTM 602	DSE	Information Technology for Tourism	4	4
BTM 603A	DSE	Introduction to Hospitality Industry	4	4
BTM 603B	DSE	Air Cargo Management	4	4
BTM 604	DSE	Foreign Language-II	4	4
		Total (Offered by the Department)	16	16
	SEC	<i>SEC (To be offered by other departments)</i>	4	4
		Total	20	20

Semester VII				
BTM 701(S)	DSE	Event Management	4	4
BTM 702	DSE	International Tourism Destinations	4	4
BTM 703A	DSE	Legal Framework for Tourism	4	4
BTM 703B	DSE	Project Work	4	8
BTM 704	DSE	Itinerary Costing and Preparation	4	4
		Total (Offered by the Department)	4	16-20
	CBCE	<i>CBCE (To be offered by other departments)</i>	4	4
		Total	20	20

Semester VIII				
BTM 801	DSE	On the Job Training (Industry Exposure)	16	4 mths
BTM 802	DSE	Comprehensive Viva Voce	4	-
		Total	20	
		Grand Total	160	



Undergraduate Programme

Bachelor of Hotel
Management (BHM)
2018-22

Department of Tourism,
Hotel, Hospitality and
Heritage Studies

**Jamia Millia Islamia,
New Delhi**

This document outlines the details of the BHM programme offered by Department of Tourism, Hotel, Hospitality and Heritage Studies of Jamia Millia Islamia. This document is an effort to outline the process for the convenience of aspirants. However, in case of a doubt/dispute the relevant Ordinances and Regulations of the University shall prevail.

EXIT LEVEL OUTCOMES

- Bachelor of Hotel Management is a four-year intensive programme which exposes the student to the diversity of hospitality industry and enrich them with intellectual & leadership capabilities.
- The program is blended with value education inputs and emphasis on holistic development of the students.
- The course study enables the candidate to gain adequate managerial and hospitality skills to meet the ever-growing demands of the hotel and tourism industry.
- The course will train the students to move into diverse managerial roles in prestigious national & international hospitality organisations.
- The programme will provide students with an in depth understanding of the operational aspects and knowledge of the underlying principles of the hospitality industry.
- The course will prepare graduates for management careers in hospitality sectors such as Hotels, Resorts, Cruise Liners, Restaurant and Catering Organisations.
- The course offers adequate entrepreneurial flair and commercial insight in candidates to start up their own ventures.

There are innumerable openings in hotel management career. Some of the career options are found in the following areas:

- Hotel and Allied Industry
- Hospitality Executives
- Kitchen Management
- House and Institutional Catering Supervisors/Assistants
- Faculty in Hotel Management/Food Craft Institutes
- Cabin Crew in National and International Airlines
- Catering Officers in Cruise lines/Ships
- Marketing/Sales Executives in Hotel/Multinational Companies
- Customer Service Executives in Banking /Insurance and other Service Sectors
- Managers/Supervisors in Tourism Development Corporations
- Entrepreneurship opportunities

The programme therefore envisage delivering a set of knowledge, skill, attitudes, values. An illustrative list is as follows:

Knowledge	Knowledge of Basic Principles of cooking
	Knowledge of Food & Beverage Service styles
	Knowledge of Taking Room Reservations
	Knowledge of Interior Decoration & Aesthetic
	Knowledge of Property Management System Software
	Understanding the Significance of Food and Nutrients in the Food
	Knowledge of Guest retention and recovery
	Knowledge of Order Taking & In Room Dining Process
	Knowledge of Standard Operating Procedures
	Knowledge of Standard recipes of Indian and Foreign Cuisines

Skills

Soft skills

Interpersonal skills
Handling Guests
Meet and greet
Handling groups
Handling grievances and complaints
Team working
Language skills- Writing Presentation skills

Technical skills

Cooking Skills
Office filing and documentation
Dinning & Food Service skills
Organizing events and conferences
Foreign language skills
Technical writing- reports
Basic accounting
Software Skills (Fidelio, Opera, Micros, GDS)
Bar Tending Skills
Flower arrangement & Aesthetic Skills

Attitudes

Customer Relationship Management
Service attitude
Entrepreneurial
Complaint Handling

Values

Integrity, Diplomacy, Empathy, Anticipation of Guest Need, Patience, Courteous.

Nomenclature	BACHELOR OF HOTEL MANAGEMENT
Department	Department of Tourism, Hotel, Hospitality and Heritage Studies
Faculty	Faculty of Humanities and Languages
Type	Undergraduate programme
Level	Level 5 to 8
Duration	Four-year, Eight semester programme
Evaluation	Semester end exams
Credits	160 credits
Intake	40
Background	Hospitality industry is growing at a fast pace. Industry is a varied industry ranging from 5-star hotels to service providers in the unorganized sector. Government has estimated a skill gap of 81 lakhs trained manpower. This course is a step towards training youth for skills that will allow them an opportunity to work for the hospitality sector in general and hotels and restaurants in particular.
Eligibility	At least 45% in XII class
Admission	Based on admission test (70%) and interview (30%)
Requirements	Desirable that the students seeking admission have good communication skills and some degree of comfort with using computers.

PEDAGOGY

Looking to the long-standing demand of the corporate for industry-ready human power, the Jamia's BHM programme is envisaged to use Activity Based Learning (ABL) with a large industrial exposure and training component. The pedagogy prefers active learning (rather than passive learning) through projects, case discussions, role-plays, student-led events, and extensive co-curricular events. Department will try to create as many as possible opportunities to allow learners an exposure to real-time events. Invited lectures by practitioners and entrepreneurs will be organized regularly.

COURSES

The University as per the guidelines of UGC proposes a 4-year BHM programme under CBCS. The programme structure envisages 5 types of courses to be offered- 11-Discipline Specific Core Courses (DSC), 1 Ability Enhancement Compulsory Courses (AECC), 1-Skill Enhancement Courses (SEC), 5-Choice Based Courses Elective(CBCE),14 Discipline Specific Elective Courses (DSE)and two papers (1-Compulsory and 1- Qualifying). UGC also allows universities to include more options to choose from for students in DSC and DSE. Given the four job roles as Exit Level Outcome for the BHM Programme will be achieved through the following courses.

Discipline Specific Core (DSC) Courses

There will be 11 DSC courses distributed over first four semesters. Each course is worth 4 credits. The DSC courses will comprise of basic courses in hospitality, foundation courses and functional courses.

<i>Code</i>	<i>Type</i>	<i>Nomenclature</i>
BHM 101	DSC(S)	Food Production Foundation – I
BHM 102	DSC	Food & Beverage Service Foundation – I
BHM 103	DSC	Front Office Foundation –I
BHM 201	DSC	Food Production Foundation – II
BHM 202	DSC(S)	Food & Beverage Service Foundation – II
BHM 203	DSC	Accommodation Foundation –II
BHM 301	DSC	Food Production Operations Industry Exposure-I Food &Beverage Service Operations Industry exposure-I Accommodation Operation Industry Exposure-I Front Office Operations Industry Exposure-I Personality Skills for Hospitality- Learning from Industry-I
BHM 401	DSC	Food Production Operation
BHM 402	DSC	Food & Beverage Service Operation
BHM 403	DSC(S)	Accommodation Operation
BHM 404	DSC	Accounting Skills for Hospitality



A Student of BHM programme at Jamia Millia Islamia will have the option to choose 13 Discipline Specific Elective (DSE) courses. Each course is 4 credits. Students will have further choices to make in courses 503, 603 and 703. However, the Department reserves the right not to offer an elective, given its resource constraints.

<i>Code</i>	<i>Type</i>	<i>Nomenclature</i>
BHM 501	DSE	Regional Cuisines of India – I
BHM 502	DSE(S)	Front Office Operation
BHM 503A	DSE	Environmental Science
BHM 503B	DSE	Nutrition and Food Science
BHM 504	DSE	Foreign Language –I
BHM 601	DSE(S)	Regional Cuisines of India – II
BHM 602	DSE	Accommodation Management
BHM 603A	DSE	Human Resource Management
BHM 603B	DSE	Hospitality Laws
BHM 604	DSE	Foreign Language-II
BHM 701	DSE(S)	Foreign Cuisine
BHM 702	DSE	Front Office Management
BHM 703A	DSE	Hotel Engineering and Operation
BHM 703B	DSE	Bakery Management
BHM 704	DSE	Food & Beverage Service Management
BHM 801	DSE	On the Job Training (Industry Exposure) Human Resource Practices (Industry Exposure) Safety, Security and Travel Documentation Facilitation Management Practices (Industry Exposure) Practices in Bakery Management (Industry Exposure) Practices in Laundry Management (Industry Exposure) Writing Skills for Hospitality (writing of Industrial reports)

The students admitted to the programme shall further have choice to select one (1) course in each semester from a wide range of courses offered by various departments of the University as per their interest and as guided by Student Advisor under CBCS programme followed by the University. The coding and the name of the courses will be as per selection. However following pattern has to be followed under CBCS programme:

- Semester I, II, V, VI Choice Based Courses Elective (CBCE)
- Semester IV Ability Enhancement Compulsory Course (AECC)
- Semester VII Skill Enhancement Courses (SEC)

The students enrolled under the BHM programme have to study one (1) Qualifying Paper (General Urdu and Islamiat /IRC/HRC) which is not to be counted in merit/credit in Semester -I and Semester – II.

Further there is one (1) Compulsory paper (English) of 4 credits (4 hours) in Semester -I and Semester – II. However, those students who have secured >75% in English in the qualifying exam can opt one language other than English.

BHM PROGRAMME STRUCTURE

Code	Type	Nomenclature	Credits	Hrs/ Wk
Semester I				
BHM 101	DSC(S)	Food Production Foundation – I	4	6
BHM 102	DSC	Food & Beverage Service Foundation – I	4	6
BHM 103	DSC	Front Office Foundation – I	4	6
		Total (Offered by the Department)	12	18
	CC	<i>English/ Other Language</i>	4	4
	CBCE	<i>(To be offered by other departments)</i>	4	4
	QC	<i>General Urdu and Islamiat/IRC/HRC</i>	-	-
		Total	20	26
Semester II				
BHM 201	DSC	Food Production Foundation – II	4	6
BHM 202	DSC(S)	Food & Beverage Service Foundation – II	4	6
BHM 203	DSC	Accommodation Foundation – II	4	6
		Total (Offered by the Department)	12	18
	CC	<i>English/ Other Language</i>	4	4
	CBCE	<i>(To be offered by other departments)</i>	4	4
	QC	<i>General Urdu and Islamiat/IRC/HRC</i>	-	-
		Total	20	26
Semester III				
BTM 301	DSC	Food Production Operations Industry Exposure-I	4	5 Weeks
		Food & Beverage Service Operations Industry	4	5 Weeks

		exposure-I		
		Accommodation Operation Industry Exposure-I	4	5 Weeks
		Front Office Operations Industry Exposure-I	4	5 Weeks
		Personality Skills for Hospitality- Learning from Industry-I	4	2 weeks
		Total	20	22Weeks

Semester IV				
BHM 401	DSC	Food Production Operations	4	6
BHM 402	DSC	Food & Beverage Service Operations	4	6
BHM 403	DSC(S)	Accommodation Operations	4	6
BHM 404	DSC	Accounting Skills for Hospitality	4	4
		Total (Offered by the Department)	16	22
	CBCE	<i>(To be offered by other departments)</i>	4	4
		Total	20	26
Semester V				
BHM 501	DSE	Regional Cuisine of India – I	4	6
BHM 502	DSE(S)	Front Office Operations	4	6
BHM 503A	DSE	Environmental Science	4	4
BHM 503B	DSE	Nutrition and Food Science	4	4
BHM 504	DSE	Foreign Language -I	4	4
		Total (Offered by the Department)	16	20
	CBCE	<i>(To be offered by other departments)</i>	4	4
		Total	20	24
Semester VI				
BHM 601	DSE(S)	Regional Cuisines of India – II	4	6
BHM 602	DSE	Accommodation Management	4	6
BHM 603A	DSE	Human Resource Management	4	4
BHM 603B	DSE	Hospitality Laws	4	4
BHM 604	DSE	Foreign Language-II	4	4

		Total (Offered by the Department)	16	20
	CBCE	<i>(To be offered by other departments)</i>	4	4
		Total	20	24
Semester VII				
BHM 701	DSE(S)	Foreign Cuisine	4	6
BHM 702	DSE	Front Office Management & CRS	4	6
BHM 703A	DSE	Hotel Engineering and Operation	4	4
BHM 703B	DSE	Bakery Management	4	6
BHM 704	DSE	Food & Beverage Service Management	4	6
		Total (Offered by the Department)	16	22-24
		<i>CBCE (To be offered by other departments)</i>	4	4
		Total	20	26-28
Semester VIII				
BHM 801	DSE	Human Resource Practices (Industry Exposure)	6	6 Weeks
		Safety, Security and Travel Documentation Facilitation Management Practices(Industry Exposure)	6	6 Weeks
		Practices in Bakery Management (Industry Exposure)	3	4 Weeks
		Practices in Laundry Management (Industry Exposure)	3	4 Weeks
		Writing Skills for Hospitality(writing of Industrial reports)	2	2 Weeks
		Total	20	22 Weeks
		Grand Total	160	

Bachelor of Hotel Management

BHM 101/ Sem I FOOD PRODUCTION FOUNDATION -I



Undergraduate Programme

BACHELOR OF VOCATION IN
FOOD PRODUCTION
BVoc. (FP)

Department of Tourism,
Hotel, Hospitality, and
Heritage Studies

**Jamia Millia Islamia,
New Delhi**

This document outlines the details of the B.Voc programme offered by Department of Tourism, Hotel, Hospitality and Heritage Studies of Jamia Millia Islamia. This document is an effort to outline the process for the convenience of aspirants. However, in case of a doubt/dispute the relevant Ordinances and Regulations of the University shall prevail.

INTRODUCTION

- BVoc in Food Production is a three-year intensive programme with multiple entry and exits at the end of each year.
- The programme exposes the student to the diversity of food industry and enriches them with intellectual & leadership capabilities.
- The program is blended with value education inputs and emphasis on holistic development of the students.
- The course study enables the candidate to gain adequate culinary skills to meet the ever-growing demands of the hotel and tourism industry.
- The course will train the students to move into diverse managerial roles in prestigious national & international hospitality organisations.
- The programme will provide students with an in depth understanding of kitchen operations and knowledge of the underlying principles of the food industry.
- The course will prepare graduates for management careers in hospitality sectors such as Hotels, Resorts, Cruise Liners, Restaurant and Catering Organisations.
- The course offers adequate entrepreneurial flair and commercial insight in candidates to start up their own ventures.

There are innumerable openings in hotel management career. Some of the career options are found in the following areas:

- Hotel and Allied Industry
- Kitchen Executives
- Kitchen Management
- House and Institutional Catering Supervisors/Assistants
- Faculty in Hotel Management/Food Craft Institutes
- Catering Officers in Cruise lines/Ships
- Kitchen attendants/Kitchen managers in Tourism Development Corporations
- Entrepreneurship opportunities
- Cooks for Guest houses and Home stays

The programme therefore envisages delivering a set of knowledge, skill, attitudes, values. An illustrative list is as follows:

Knowledge

Knowledge of Basic Principles of cooking
 Knowledge of Food & Beverage Service styles
 Knowledge of different trends in cooking
 Knowledge of Point of Sale (POS) Software
 Understanding the Significance of Food and Nutrients in the Food
 Knowledge of Guest diet preferences
 Knowledge of Order Taking & In Room Dining Process
 Knowledge of Standard Operating Procedures
 Knowledge of Standard recipes of Indian and Foreign Cuisines

Skills

Soft skills

Interpersonal skills
Handling Guests
Meet and greet
Handling groups
Handling grievances and complaints
Team working
Language skills- Writing Presentation skills

Technical skills

Culinary Skills
Office filing and documentation
Dinning & Food Service skills
Organizing events and conferences
Foreign language skills
Basic accounting
Software Skills (Micros, POS)
Bar Tending Skills
Facility management

Attitudes

Customer Relationship Management
Service attitude
Entrepreneurial
Complaint Handling

Values

Integrity, Diplomacy, Empathy, Anticipation
of Guest Need, Patience, Courteous.

EXIT LEVEL OUTCOMES

Job Role: **Commis Chef** (No Exit)

Upon the successful completion of this job role the students will be able to:

- Prepare basic food items and assist Commi 1/ CDP in food preparations
- Sets up kitchen for operations
- Prepare sauces, salads & cold starters
- Monitor stock taking in the kitchen
- Perform the closing of the kitchen at the end of one shift

Job Role: **Commi 1**

Upon the successful completion of this job role the students will be able to:

- Perform food preparations as per standards
- Maintain standard of etiquette and hospitable conduct
- Understand the use of equipment and appliances in Kitchen
- Assist in managing different sections of kitchen
- Prepare different cuisines prepared in kitchen

Job Role: **Chef De Partie**

Upon the successful completion of this job role the student will be able to:

- Monitor kitchen operations effectively
- Plan the work schedules as per the SOP's of the organization
- Organize the resources in the kitchen to make the efficient use of them
- Provide Kitchen staff solutions to their problems
- Understand and implement food safety and hygiene standards in kitchen

Job Role: **Sous Chef**

Upon the successful completion of this job role the student will be able to:

- Assist in creating new recipes and writing menu
- Perform administrative work
- Manage Kitchen operations effectively
- Plan kitchen designs and layout
- Identify work and assign them to team members as per their competencies

Note: Please note that the above stated Learning Outcomes are aligned with NOS as laid out by THSC

Nomenclature	Bachelor of Vocation in Food Production
Department	Department of Tourism, Hotel, Hospitality and Heritage Studies
Faculty	Faculty of Humanities and Languages
Type	Undergraduate programme
Level	Level 5 to 7
Duration	Three-year, Six semester programme
Exit Levels	Level 5/ Certificate; Job Role- Commis Chef (No exit) Level 5 /Diploma; Job Role – Commi 1 Level 6 / Advance Diploma; Job Role – Chef De Partie Level 7/ BVoc; Job Role- Sous Chef
Evaluation	The general component and the skill component will be assessed by the University as per the approved norms. THSC (Tourism and Hospitality Skill Council) will independently assess and certify the skill component as per the prescribed NOS for each exit level/job role.
Credits	180 credits
Intake	60
Fees	Rs 96,950/-
Background	Hospitality industry is growing at a fast pace. Industry is a varied industry ranging from 5-star hotels to service providers in the unorganized sector. Government has estimated a skill gap of 81 lakhs trained manpower. This course is a step towards training youth for culinary skills in specific that will allow them an opportunity to work for the hospitality sector in general and hotels and restaurants in particular.
Eligibility	At least 45% in XII class
Admission	Based on entrance test conducted by university
Requirements	Desirable that the students seeking admission have good communication skills and some degree of comfort working in kitchen environment.

PEDAGOGY

Looking to the long-standing demand of the corporate for industry-ready human power, the Jamia's BVoc in Food Production programme is envisaged to use Activity Based Learning (ABL) with a large industrial exposure and culinary training component training component. The pedagogy prefers active learning (rather than passive learning) through projects, case discussions, role-plays, student-led events, and extensive co-curricular events. Department will try to create as many as possible opportunities to allow learners an exposure to real-time events. Invited lectures by practitioners and entrepreneurs will be organized regularly.



B. Voc IN FOOD PRODUCTION

SEMESTER	CODE	SUBJECT	GC/SC	CREDIT	TOTAL HOURS
ONE/CERTIFICATE-COMMIS CHEF	BFP101	Communication Skills & Personality Development-I	GC	4	
	BFP102	Basics of F&B Service	GC	4	
	BFP103	Basics of Computer Applications	GC	4	
	BFP104	Basics Principles of Food Productions	SC	4	Theory 30 Practical 60
	BFP105	Kitchen Operations	SC	4	Theory 30 Practical 60
	BFP106	Kitchen Communications	SC	4	Theory 30 Practical 60
	BFP107	INDUSTRIAL TRAINING	SC	6	180
TWO/DIPLOMA-COMMI 1	BFP201	Communication Skills and Personality Development- II	GC	4	
	BFP202	Foundation in Food & Beverage -I	GC	4	
	BFP203	Food Science & Nutrition	GC	4	
	BFP204	Basics of Indian Cooking	SC	5	Theory 35 Practical 75
	BFP205	Essentials of Kitchen Management	SC	4	Theory 30 Practical 50
	BFP206	Food Safety & Hygiene	SC	4	Theory 30 Practical 50
	BFP207	INDUSTRIAL TRAINING	SC	5	180

THREE / CHEF-DE-PARTIE	BFP301	Basics of Hotel Accountancy	GC	4	
	BFP302	Foundation in Food & Beverage -II	GC	5	
	BFP303	Principles of Management	GC	4	
	BFP304	Material Management	GC	5	
	BFP305	Larder Kitchen	SC	4	Theory 35 Practical 50
	BFP306	Food Production Management	SC	4	Theory 30 Practical 50
	BFP307	French For Hospitality	SC	4	Theory 30 Practical 50
FOURTH/ADV.DIPLOMA/CHEF-DE-PARTIE	BFP401	INDUSTRIAL TRAINING (4 MONTHS)	SC	24	740
FIFTH /SOUS-CHEF	BFP501	F&B Controls	GC	6	
	BFP502	Advance Course in F&B Service	GC	6	
	BFP503	Human Resource Management	GC	6	
	BFP504	International Cuisines	SC	4	Theory 20 Practical 30
	BFP505	Kitchen Planning and Management	SC	4	Theory 37 Practical 75
	BFP506	Culinary French	SC	4	Theory 37 Practical 50
SIXTH/BVoc/SOUS CHEF	BFP601	INDUSTRIAL TRAINING (4 months)	SC	24	740

Note: Please note **GC** stands for ‘**General Component**’ and **SC** stands for ‘**Skill Component**’.

Semester – I (Commis Chef)

Course Code/ Type	Course Title	Credits
BFP 101/GC	Communication Skills and Personality Development	4
BFP 102/GC	Fundamentals of Food & Beverage Service	4
BFP 103/GC	Basics of Computer Applications	4

Job Role: COMMIS CHEF		
Course Code/Type	Course Title	Credits
BFP 104/SC	Basic Principles of Food Production	4
BFP 105/SC	Kitchen Operations	4
BFP 106/SC	Kitchen Communication	4
BFP107/SC	Industrial Training	6

**BVoc Food Production
LEVEL 5 (Commis Chef)**

BFP 101/ LEVEL 5 **COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT-I**
4 Credits General Course (GC)

Description of the course

The course enables the students to excel in their communication skills and have overall development of their personalities.

Learning outcomes

Upon the successful completion of the course the students will be able to know:

- Purpose of communication
 - Barriers of Communication
 - Listening Skills
 - Importance of nonverbal communication
 - Art of effective speaking
 - Telephone handling
-

Unit I *Business Communication*

Need; Purpose; Nature; Models; Barriers to communication; Overcoming the barriers.

Unit II *Listening Skills*

Definition; Levels and types of listening; Listening barriers; Guidelines for effective listening; Listening computerization and note taking.

Unit III *Effective Speaking*

Polite and effective enquiries and responses; Addressing a group ; Essential qualities of a good speaker ; Audience analysis ;Defining the purpose of a speech, organizing the ideas and delivering the speech.

Unit IV *Non-Verbal Communication*

Definition and Importance; Kinesics: Body movements, facial expressions, posture, eye contact etc.; Proxemics: The communication use of space; Para language: Vocal behaviour and its impact on verbal communication; Communicative use of artefacts – furniture, plants, colours,

Unit V *Telephone Handling*

The nature of telephone activity in the hotel industry; The need for developing telephone skills; Developing telephone skills.

Main text Thill, John. (2006). *Business Communication Essentials*. Pearson.

Reference books Chhabra, Sandhya. (2012). *Personality Development and Communication Skills*. Sunindia

Pedagogical approach Lectures, Cases Studies, Class Discussions and Practical Exposure
T-P-T: 2-2-0 (One Practical Credit is equal to Two hours)

Evaluation Theory – 25%
Practical – 75 %

**BVoc Food Production
LEVEL 5 (Commis Chef)**

BFP 102/ LEVEL 5	BASICS OF FOOD & BEVERAGE SERVICE
4 Credits	General Course (GC)

Description of the course

The course enables the students to have an in-depth insight of F&B Service industry. The subject focuses upon various types of operations in F&B Outlets and their distinguishing features

Learning outcomes

Upon the successful completion of the course the students will be able to know:

- Different types of cutleries, crockery, glassware
- F&B equipment
- Table layout
- Different types of food services.

Unit I *The Hotel and Catering Industry*

Introduction to the Hotel Industry and Growth of the hotel industry in India; Role of Catering establishment in the tourism industry; Types of F&B Operations; Classification of Commercial, Residential /Non-residential Catering; Welfare Catering- Industrial/ Institutional/ Transport.

Unit II *Departmental Organisation and Staffing*

Organization of Food and Beverage department; Duties & Responsibilities of various F&B Service staff; Uniform & Grooming Standards; Attributes of Food and Beverage Staff; Inter departmental coordination.

Unit III *Food and Beverage Outlets*

Speciality Restaurants; Coffee Shop; Cafeteria; Grill Room; Banquets; Bar; Vending Machines; Discotheque; Fast Food (Quick Service Restaurant).

Unit IV *Ancillary Departments*

Introduction; Pantry; Food pick-up area; Store; Linen Room; Kitchen Stewarding.

Unit V *Food and Beverage Service Equipment*

Familiarization & Selection factors of:

- Cutlery
- Crockery
- Glassware
- Flatware
- Hollowware
- Dummy Waiter/ Side Board

- Practical**
- Understanding Personal Hygiene & Food Service Hygiene
 - Grooming standards required for a F&B Professional (Male/ Female)
 - Understanding Food Service Outlets.
 - Familiarization with Food Service equipment and tools
 - Acquaintance with various Fire Safety Equipment's, Fixtures, Manuals used in hotel
 - Handling Fire and Emergency Procedures
 - Familiarization & Identification of Crockery, Cutlery, Hollowware, Flatware and Tableware in F&B Outlets
 - Understanding Service Methods, setting up of Side Station, Table Layouts, Napkin Folding and Presenting Menus

Main text Singaravelavan, R. (2016). *Food and Beverage Service*. New Delhi: Oxford University Press.

Reference books Dennis R. Lillicrap & John A. Cousine (2006). *Food and Beverage Service*. ELBS.
 Andrews, Sudhir (2013). *Food & Beverage Service Training Manual*. Tata Mc Graw Hill.
 Dhawan, Vijay (2008). *Food & Beverage Service*. Frank Brothers & Company Pvt Ltd.

Pedagogical approach Lectures, Cases Studies, Class Discussions and Practical Exposure
 T-P-T: 2-2-0 (One Practical Credit is equal to Two hours)

Evaluation Theory – 25%
 Practical – 75%

**BVoc Food Production
LEVEL 5 (Commis Chef)**

BFP 103/ LEVEL 5 **BASICS OF COMPUTER APPLICATIONS**
4 Credits General Course (GC)

Description of the course

The course enables the students to have an in-depth knowledge of computer operations. The subject focuses upon various programs & commands of the system.

Learning outcomes

Upon the successful completion of the course the students will be able to know:

- Basics of Computers
 - MS Word
 - MS Excel
 - MS Power Point
 - Usage and Operations of different hotel software
-

Unit I *Windows Operations*

Creating Folders; Creating Shortcuts; Copying Files/Folders; Renaming Files/Folders; Deleting Files; Exploring Windows; Quick Menus.

Unit II *MS Word*

Creating a document; Formatting a document; Special effects; Cut, Copy and Paste operation; Using MS-word tools.

Unit III *MS Excel*

How to use Excel; Starting Excel; Parts of the Excel Screen; Parts of the Worksheet; Navigating in a Worksheet; Getting to know mouse pointer shapes.

Unit IV *MS Power Point*

Making a simple presentation; Using Auto content Wizards and Templates; Power Points five views; Slides - Creating Slides, re-arranging, modifying - Inserting pictures, objects - Setting up a Slide Show; Creating an Organizational Chart.

Unit V *Hotel Software*

Application and features of various software:

- Fidelio
- Amadeus
- Opera
- Micros
- Shawman

- CRS (Computerised Reservation System)
- POS (Point of Sale)

Main text	Tewari, Jatashankar R(2017). <i>Hotel Front Office Operations & Management</i> . New Delhi: Oxford University Press
Reference books	Bhatnagar,S.K.(2013). <i>Front Office Management</i> .New Delhi: Frank Bros. & Co. (Publisher) Ltd. Andrews,Sudhir(2011). <i>Hotel Front Office (A Training Manual)</i> .New Delhi: Tata McGraw-Hill Publishing Company Limited
Pedagogical approach	Lectures, Cases Studies, Class Discussions and Practical Exposure T-P-T : 2-2-0 (One Practical Credit is equal to Two hours)
Evaluation	Theory – 25% Practical – 75 %

**BVoc Food Production
LEVEL 5(Commis Chef)**

**BFP 104/ Level 5
4 Credits**

BASIC PRINCIPLES OF FOOD PRODUCTION
Skill Course(SC)

Description of the course

The course enables the students to learn about various ingredients and equipment used in cooking. The course will also assist the students in preparation of various food items like Salads, Sauces and Cold starters.

Learning outcomes

Upon the successful completion of this course the students will be able to know:

- Kitchen Safety and hygiene
 - Sections of Kitchen
 - Retrieving of food items from storage area
 - Cuts of Fruits and vegetables
 - Cuts of Meat
 - Cuts of Poultry
 - Cuts of Fish
 - Mise-en- place for the food preparation (Mixing of spices, Dough Preparation, Portioning, Wrapping & storage of food items)
 - Preparation of basic Sauces
 - Preparation of Salads
 - Preparation of Cold starters
 - Regional Cuisines
-

Unit I *Introduction to Cookery*

Introduction; Objectives Of Cooking; Personal & kitchen Hygiene; Uniform & Protective Clothing; Modern Staffing in various hotels; Duties & Responsibilities of Commis Chef in kitchen; Coordination of Kitchen with other departments; Kitchen Layout (Main Kitchen, Show Kitchen, Garde Manger); Sections of Kitchen.

Unit II *Understanding Commodities And Their Usage In Kitchen*

Introduction; Souring Agents; Coloring Agents; Thickening Agents; Tenderizing Agents; Flavoring & Aromatic Agents; Spicing Agents; Fruits & Vegetables; Herbs & Spices.

Unit III *Methods of Cooking Food and Types of Cuisines*

Introduction, Definition and Importance; Types (Baking, Broiling, Grilling, Frying, Steaming, Stewing, Poaching, Roasting, Frying, Sautéing, Braising) ; Cooking with different modes like Microwave, Ovens, Gas, Induction Plates etc.

Introduction to Indian Cooking; Brief Historical Background; Characteristics and salient features of different regional cuisines; Key ingredients and Popular foods.

Unit IV *Basic Principles of Cookery*

(i)Vegetable and Fruit Cookery

Introduction- Classification of vegetables; Pigments and colour changes; Effect of heat on vegetables; Cuts of vegetables; Classification of fruits; Uses of Fruits in Cookery; Salads & Salad dressings.

(ii)Meat, Poultry and Fish Cookery

Introduction to meat cookery; Cuts of beef/veal; Cuts of lamb/mutton; Cuts of Poultry; Introduction to fish cookery; Classification of fish with examples; Cuts of fish with menu examples D. Selection of fish; Cooking of fish (effects of heat)

Unit V *Stock, Sauces and Soups*

Stocks (Introduction, classification, usage & Preparation);

Sauces (Introduction, Classification, Usage, Thickening Agents, Preparation of Mother Sauces, Understanding their derivatives, Propriety Sauces) ;

Soups (Introduction, Classification, Preparation, Care & Precaution, Soup Presentation)

Practical

- Familiarization with Kitchen equipment & tools
- Understanding of Kitchen Layouts
- Familiarization & Identification of commonly used ingredients in Kitchen
- Cuts of fruits and Vegetables
- Cuts of meat, fish & poultry
- Preparation of Stocks (White and Brown)
- *Salads and Soups preparations:*
 - Waldorf salad, Fruit Cream salad, Russian salad, Nicoise salad; Caesar salad; Cole slaw; Potato salad; Beet root salad; Green salad
 - *Cream (Spinach, Vegetable, Tomato); Puree (Lentil, Peas Carrot); Cabbage Chowder; Minestrone; Gazpacho*
- *Potato Preparations:*
 - Baked potatoes

- Mashed potatoes
- French fries
- Roasted potatoes
- Boiled potatoes
- Lyonnaise potatoes
- *Vegetable Preparations*
 - Boiled vegetables
 - Glazed vegetables
 - Fried vegetables
 - Stewed vegetables

Suggested menus

- **Maharashtrian Menu**
 - Masala Bhat
 - Kolhapuri Mutton
 - Batata Bhajee
 - Masala Poori
 - Koshimbir
 - Coconut Poli
- **Bengali Menu**
 - Ghee Bhat
 - Macher Jhol
 - Aloo Posto
 - Misti Doi
- **Punjabi Menu**
 - Tandoori Roti
 - Tandoori Murg
 - Dal Makhani
 - Pudinia Chutney
 - Sooji Halwa
- **Awadh Menu**
 - Galouti Kebab
 - Yakhni Pulao
 - Mughlai Paratha
 - Mutton Do Pyaza
 - Kulfi with Falooda
- **Goan Menu**
 - Coconut Pulao

Fish Caldeen
Cabbage Foogath
Bibinca

Main text Bali, Parvinder (2014). *Food Production Operations*. Oxford University Press.

Reference Philip E. Thangam, Heinemann (2010) *Modern Cookery*. Orient Longman.

books Arora, K (2008). *Theory of Cookery*. Frank Brothers.

Pedagogical approach Lectures, Cases Studies, Class Discussions and Practical Exposure
T-P-T: 2-2-0 (One Practical Credit is equal to Two hours)

Evaluation Theory – 40%
Practical – 60 %

**BVoc Food Production
LEVEL 5 (Commis Chef)**

BFP 105/ Level 5 **KITCHEN OPERATIONS**
4 Credits Skill Course (SC)

Description of the course

The course enables the students to have an in-depth knowledge of Kitchen Operations. The subject focuses upon various equipment used in Kitchen. The Course also emphasises on Safety standards and procedures.

Learning outcomes

Upon the successful completion of the course the students will be able to Know:

- Cleaning operations in Kitchen
 - Opening and closing of Kitchen
 - Receiving, Distributing and Storing of Kitchen supplies
 - Safety standards and procedures in Kitchen
 - Stock Taking and Inventory
 - Setting up of work stations
 - Food Laws and Regulations
 - Menu Planning
-

Unit I ***Cleaning Operations & Kitchen Hygiene***

Cleaning procedure of kitchen as per SOP; Pest Control; Waste disposal; Handling of kitchen linen; Understanding Personal hygiene; Kitchen hygiene; Personal Health; Understanding of cross contamination

Unit II ***Kitchen Safety Standards and Procedures***

Understanding various hazards in work areas; Fire safety; Understanding First Aid; Planned Preventive Maintenance; Understanding safety signs; Handling of material, tools and chemicals.

Unit III ***Kitchen Operations***

Setting up of work stations; Understanding Kitchen equipment and tools; Setting up of kitchen tools and equipment, Preparation of mise-en-place; Cleaning of kitchen equipment and tools.

Unit IV ***Stock Management***

Procurement of kitchen supplies; Storage of Kitchen supplies; Stock taking procedure; Understanding menu planning and ways to control stock; Stock Records Maintained Bin Cards (Stock Record Cards/Books); Perpetual Inventory Method;

Monthly Inventory/Stock Taking; Stock taking and comparison of actual physical inventory and Book value ;Stock levels

Unit V *Food Quality and Food Laws*

Introduction to Concept of TQM, GMP and Risk Assessment; Relevance of Microbiological standards for food safety ;HACCP (Basic Principle and implementation)

National – PFA Essential Commodities Act (FPO, MPO etc.) ; International- CODEX ALIMENTARIOUS ,ISO ; Consumer Protection Act; Food Safety Standards Authority of India (FSSAI)

Practical

- Understanding Personal Hygiene & kitchen Hygiene
- Preparation of sock register
- Familiarization with Kitchen equipment and tools
- Acquaintance with various Fire Safety Equipment’s, Fixtures, Manuals used in hotel
- Handling Fire and Emergency Procedures
- Procurement of kitchen supplies
- Cleaning operations of kitchen
- Setting up of work stations
- Understanding Kitchen Layouts
- Kitchen First Aid

Main text Bali,Parvinder (2014). *Food Production Operations*. Oxford University Press.

Reference Philip E. Thangam, Heinemann(2010)*Modern Cookery*.Orient Longman.

books Arora,K(2008). *Theory of Cookery* . Frank Brothers.

Pedagogical approach Lectures, Cases Studies, Class Discussions and Practical Exposure
T-P-T : 2-2-0 (One Practical Credit is equal to Two hours)

Evaluation Theory – 40%
Practical – 60 %

**BVoc Food Production
LEVEL 5 (Commis Chef)**

BFP 106 / LEVEL 5 **KITCHEN COMMUNICATION**

4 Credits Skill Course (SC)

Description of the course

The course will help the students to develop an understanding of kitchen Communication. The course also focuses upon quality service delivery to the customers through team work and professional work ethics.

Learning outcomes

Upon the successful completion of the course the students will be able to Know:

- Healthy interaction with superiors and colleagues
 - Conflict management at the work place
 - Professional attributes like Team building, Positive body language, Open communication
 - Understanding target customers and their needs
 - Anticipation of customer needs and quality service delivery
 - Customer relationship management
 - Telephone handling
 - Understanding of Intellectual Property Right(IPR)/ Copy Right
 - Safety and security of female colleagues and customers
-

Unit I *Work ethics*

Interaction with superiors and colleagues; Conflict management; Understanding work output requirement and target performance indicators; Performance appraisals and incentives; Team building; Importance of feedback management; Intra departmental coordination.

Unit II *Business Etiquettes*

Greeting and Welcoming of the customer; Telephone Handling; Personal grooming; Study of body language; Development of professional attributes ; Effective communication with the guests, Handling of customer complaints and grievances.

Unit III *Customer needs and satisfaction*

Anticipation of customer needs; Customer recovery and retention; Understanding customer loyalty and brand value; Up selling of services; study of customer behaviour; Importance of customer feedback; Safety and security of customers.

Unit IV *Customer Services and Facilities*

Safety procedures during emergencies like theft, terrorists attacks etc; Gender and age specific facilities; Medical facilities for the customers; Transportation facilities for

Senior citizens; Basic Safeguard procedures for senior citizens; Educating customers about entertainment programs for children.

Unit V *Legal Awareness*

Understanding of women rights; Methods to ensure safety and security of women; Understanding of special facilities available for women; Women equality ; Understanding of IPR and Copy Right; Reporting of IPR violations ; Guidelines of maintaining customer privacy.

Practical

- Telephone handling
- Customer feedback forms
- Role plays and real time situation handling
- Safety and security procedures for customers

Main text Dessler, Varket (2016) *Human Resource Management*. Pearson. New Delhi

Reference books Aswathappa, K. (2007). *Human Resources and Personnel Management*. Tata McGraw Hill, New Delhi.
 Stephen P., Robbins (2013). *Organizational Behaviour*. New Delhi: Prentice Hall of India Pvt. Ltd

Pedagogical approach Lectures, Cases Studies, Class Discussions and Practical Exposure
 T-P-T : 2-2-0 (One Practical Credit is equal to Two hours)

Evaluation Theory – 40%
 Practical – 60 %

**BVoc Food Production
LEVEL 5 (Commis Chef)**

**BFP 107/ Level 5
6 Credits**

INDUSTRIAL TRAINING
Skill Course(SC)

Course Objective

To provide the practical exposure and on the job training to the students about the systems, procedures and practices being followed by the Hospitality industry, in the backdrop of principles and concepts of Hospitality Management.

The students of the BVoc Food Production 1st semester will be required to undergo 8 weeks compulsory on the Job training in the Hospitality and Tourism Industry. For this purpose the students will be placed with different hotels in every semester for two months at the end of semester.

After completion of the Training, the students will have to submit the Project Reports based on their work during their Internship Training. The research based Project Reports will be prepared by the students under the supervision of faculty members/Industry supervisors.

The Project Reports will be evaluated by the Industry Experts /Academicians nominated by the University from time to time. Evaluation of 100 Marks comprises of the following components:

1) Project or Log Book Evaluation: 40 %

2) Presentation & Viva Voice: 60 %

Semester – II (Commi 1)

Course Code/Type	Course Title	Credits
BFP 201/ GC	Communication Skills and Personality Development	4
BFP 202/ GC	Foundation in Food & Beverage -I	4
BFP 203/ GC	Food Science and Nutrition	4

Job Role: COMMI 1		
Course Code	Course Title	Credits
BFP 204/ SC	Basics of Indian Cooking	5
BFP 205/SC	Essentials of Kitchen Management	4
BFP 206/SC	Food Safety and Hygiene	4
BFP207/SC	Industrial Training	5

**BVoc Food Production
LEVEL 5 (Commi 1)**

BFP 201/ LEVEL 5 COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT-II

4 Credits General Course (GC)

Description of the course

The Student will be aware / learn about how to improve the Personality, Etiquettes and Manners, Interpersonal skills and Telephone Etiquettes etc.

Learning outcomes

Upon the successful completion of this course the students will be able to know about the over an all personality development, grooming standard and important of personality development in the hospitality industry.

Unit I Personality Enrichment

Grooming, Personal hygiene, Social and Business and Dining Etiquettes, Body language, Art of good Conversation, Art of Intelligent Listening

Unit II Etiquettes & Manners

Social & Business Dinning Etiquettes, Social &Travel Etiquettes

Unit III Personality Development Strategies

Communication Skills, Presentation Skills, Public Speaking, Extempore Speaking, importance and art of ‘Small Talk’ before serious business

Unit IV Interpersonal Skills

Dealing with seniors, colleagues, juniors, customers, suppliers, contract workers, owners etc. at work place

Unit V Group Discussion

Team Behavior, how to effectively conduct yourself during GD, do’s and don’ts, clarity of thoughts and its expression

Unit VI Telephone conversation

Introduction, Objectives, Job Description of front office cashier, Hotel Credit

Unit VII Presentation

Presentation skills, seminars skills role – play

Unit VIII Electronic Communication Techniques

E mail, Fax, Answering Internal Phones

Main text *Sinha Ashok k (2017). Dimensional Personality Development. New Delhi: Galgatia Publishing Company*

Reference books Chhabra, Sandhya. (2012). *Personality Development and Communication Skills*. Sunindia
Thill, John. (2006). *Business Communication Essentials*. Pearson.

Pedagogical approach Lectures, Cases Studies, Class Discussions and Practical Exposure
T-P-T : 2-2-0 (One Practical Credit is equal to Two hours)

Evaluation Theory – 30%
Practical – 70 %

BVoc Food Production
LEVEL 5 (Commi 1)

BFP 202 / LEVEL 5 **FOUNDATION IN FOOD & BEVERAGE -I**

4 Credits General Course (GC)

Learning outcomes

Upon the successful completion of the course the students will be able to learn about different types of cutleries, crockery, glassware and heavy equipment's, table layout and different types of food services.

Unit I	<p><i>Meals And Menu Planning</i> Origin of Menu; Objectives of Menu Planning; Types of Menu; Courses of French Classical Menu; French Names of Dishes; Types of meal (Early Morning Tea, Breakfast, Brunch, Lunch, High Tea, Dinner, Supper.</p>
Unit II	<p><i>Food Service</i> <i>Preparation for service</i></p> <ul style="list-style-type: none"> a) Organising Mise-en-scene b) Organising Mise-en place <p><i>Type of food service</i></p> <ul style="list-style-type: none"> a) Silver Service b) Pre-Plated Service c) Cafeteria Service d) Room Service e) Buffet Service f) Gueridon Service g) Lounge Service
Unit III	<p><i>Food Service Procedure</i> Introduction; Rules to be observed while waiting at the table; Service procedure for A' la Carte Lunch; Service procedure for Table d' hote menu; Do's and Don'ts during the Services.</p>
Unit IV	<p><i>Order Taking and Billing Methods</i> Introduction; Checking System in Food Service Operations; Methods of taking Food Order, Billing, Records & Documentation</p>
Unit V	<p><i>Room Service/ In Room Dining</i> Introduction, Concept of Room Service/ In Room Dining; Salient Features of room service; Understanding Guest expectations in Room Service; Room Service Equipment's; Set up of Trays & Trolleys; Upkeep and Storage; Service Tools; Clearance; Presentation of Bill; Mini Bar Management in Guest Rooms.</p>

Practical

- Breakfast Services: Types, Breakfast Layouts, Menu Knowledge, Table Services, Clearance & Acknowledging guests.
- Familiarisation with Food Service in Restaurants (Receiving Guests, Table Layouts, Complimenting them, Presentation of Bills, Dealing with in house/ residential guests)
- Table Layouts, Presenting Menus, Food Pickup Procedures, Clearance and Dishwashing Procedures.
- Room Service Practical, Taking of Orders, Delivery of Food Services, Identifying Room Service Equipment, Importance of Menu Knowledge for Order-taking (RSOT functions/procedures), Room service Layout Knowledge, Laying of trays for various orders, Pantry Elevator Operations, Clearance Procedure in Dishwashing area, Room service Inventories and store requisitions.

Main text Singaravelavan,R.(2016).*Food and Beverage Service*. New Delhi: Oxford University Press.

Reference books Dennis R.Lillicrap & John A. Cousine(2006). *Food and Beverage Service*.ELBS.
Andrews,Sudhir(2013).*Food & Beverage Service Training Manual*.Tata Mc Graw Hill.
Dhawan,Vijay(2008).*Food & Beverage Service* .Frank Brothers & Company Pvt Ltd.

Pedagogical approach Lectures, Cases Studies, Class Discussions and Practical Exposure
T-P-T : 2-2-0 (One Practical Credit is equal to Two hours)

Evaluation Theory – 30%
Practical – 70 %

**BVoc Food Production
LEVEL 5 (Commi 1)**

BFP 203 / LEVEL 5

FOOD SCIENCE AND NUTRITION

4 Credits

General Course (GC)

Learning outcomes

Upon the successful completion of the course the students will be able to learn about different types of cutleries, crockery, glassware and heavy equipment's, table layout and different types of food services.

Unit I Introduction To Nutrition And Food Science

Introduction ; Relation of Food and Health; Food and its functions; Factors affecting food; Classification of nutrients; Recommended Dietary Allowances; Digestion, Absorption and Metabolism of Food; Need for Convenience Food.

Unit II Macro And Micro Nutrients

Definition; Classification; Food Sources & Function of:

- Carbohydrates
- Lipids
- Proteins
- Vitamins
- Minerals

Unit III Balance Diet

Introduction; Recommended Dietary Allowances; RDAs for specific Nutrients; Basic food Groups; Guidelines for using the Basic Food Group; The Food Pyramid.

Unit IV Menu Planning And Mass Food Production

Introduction ; Factors affecting Meal Planning; Planning Balanced Meal; Calculating the nutritive value of a recipe; Special Nutritional Requirements; Effect of Quantity Cooking and Processing on Nutrients; Common Food Processing Techniques.

Unit V New Trends In Food

Introduction; Need for introducing nutritionally balanced and health specific meals; Soya Food; Food Fads; Organic Foods; Health Foods; Natural Foods; Live foods; New Trends in Packaging.

Main text

Roday,Sunetra (2012).*Food Science and Nutrition* .New Delhi: Oxford University
Naomi Rees. David Watson. 2000. International standards for food safety, An Aspen Publications.

Reference books

Suri, Malhotra(2013).*Food Science, Nutrition and Safety*. Pearson Education India

Joshi A Shubhangi(2017). *Nutrition and Dietetics*. McGraw Hill Education

Pedagogical approach	Lectures, Cases Studies, Class Discussions and Practical Exposure T-P-T : 3-0-1 (One Practical Credit is equal to Two hours)
Evaluation	Internal Assessment- 25% External Assessment- 75%

BVoc Food Production
LEVEL 5(Commi 1)

BFP 204/ Level 5 **BASICS OF INDIAN COOKING**
5 Credits Skill Course (SC)

Description of the course

This course imparts the knowledge of various commodities required for food production, their selection, storage and use. Also the paper focuses on the usage of various food production equipment and techniques. The course also delivers the standard recipes of various Basic Gravies used in Indian Cuisine.

Learning outcomes

Upon the successful completion of the course the students will be able to :

- Understand the utility of various food production equipment
 - Know the equipments used in Indian Cooking
 - Understand various techniques employed in Indian cooking
 - Learn the production of various Basic Gravies used in Indian cuisine.
-

Unit I ***Introduction To Indian Cooking***

Introduction; Philosophy of Indian Food; Features of Indian Cuisine; Regional influences on Indian Food; Equipment used in Indian Cooking; Techniques employed in Indian Cooking; Concept of Slow Food and Organic Food.

Unit II ***Condiments, Herbs And Spices Used In India Cuisine***

Introduction; Herbs and Spices used in Indian Cuisine (Allspice, Ajowain, Aniseed, Asafoetida, Bay leaf, Cardamom, Cinnamon, Cloves, Coriander seeds, Cumin, Chilli, Fenugreek, Mace, Nutmeg, Mustard, Pepper, Poppy Seeds, Saffron, Tamarind, Turmeric, Celery, Curry Leaf, Marjoram, Pomegranate Seeds, Stone Flowers, Basil, Betel Root, Black Salt, Red Chilli, Rock Salt); Various ways of using spices; Storage and Usage tips for Spices.

Unit III ***Masalas And Pastes Used In Indian Cuisine***

Introduction; Types; Blending of Spices and concept of masalas; Concept of Dry and Wet Masalas; Pastes used in Indian Cooking; Purchasing and Storing Considerations.

Unit IV ***Understanding Commodities And Their Usage In Indian Kitchen***

Introduction; Souring Agents; Colouring Agents; Thickening Agents; Tenderizing Agents; Flavouring & Aromatic Agents; Spicing Agents.

Unit V ***Basic Indian Gravies***

Introduction; Gravies and Curries (Onion Tomato Masala, Makhni Gravy, White Gravy, Hariyali Gravy); Regional Gravies (Kadhai Gravy , Achari Gravy, Malai Kofta Gravy, Yakhni Gravy, Mughlai Yellow Gravy, Rajasthani Yellow Gravy, Korma Gravy, Salan Gravy);Preparation of Gravy.

Practical

- Understanding Personal Hygiene & kitchen Hygiene
- Familiarization with Kitchen equipment and tools
- Understanding Indian Cooking and Preparation of simple popular foods of India (At least one simple three course menu from each region of India , North, East, South, Seat and Central India).
- Use of Condiments, Herbs & Spices in Indian Kitchen.
- Understanding Preparations of Masalas, Pastes and Gravies in Indian Kitchen
 - (i) Makhni Gravy
 - (ii) Green Gravy
 - (iii) White Gravy
 - (iv) Lababdar Gravy
 - (v) Kadhai Gravy
 - (vi) Achari Gravy
 - (vii) Malai Kofta Gravy
 - (viii) Yakhni Gravy
 - (ix) Yellow Gravy
 - (x) Korma Gravy
- Familiarisation with, commodities and their usage in Indian Kitchens with the help of simple dishes preparations indicating their usage.

Main text Bali,Parvinder (2014). *Food Production Operations*. Oxford University Press.

Reference Philip E. Thangam, Heinemann(2010)*Modern Cookery*.Orient Longman.

books Arora,K(2008). *Theory of Cookery* . Frank Brothers.

Pedagogical approach Lectures, Cases Studies, Class Discussions and Practical Exposure
T-P-T : 2-3-0 (One Practical Credit is equal to Two hours)

Evaluation Theory – 40%
Practical – 60 %

BVoc Food Production
LEVEL 5 (Commi 1)

BFP 205/ Level 5 **ESSENTIALS OF KITCHEN MANAGEMENT**
4 Credits Skill Course (SC)

Description of the course

The course will help the students to develop an understanding of essentials of kitchen management. The course also focuses upon various aspects of kitchen branding. This course creates an awareness about the concept of green cooking/sustainable cooking among the students. The paper also focuses upon the some relevant legal mandates for setting up of kitchen.

Learning outcomes

Upon the successful completion of the course the students will be able to know :

- Various essential attributes of kitchen staff
 - Complaint handling procedures
 - Importance of food safety and food hygiene
 - Various aspects of kitchen branding
 - Concept of sustainable cooking
 - Legal requirements for the establishment of the kitchen
-

Unit I ***Kitchen Ethics***

Professional etiquettes of kitchen staff; Attributes of kitchen staff towards guest; Guests satisfaction and complaint handling; Handling of Inter Personal conflicts; Code of conduct of kitchen staff towards female staff / guests; Coordination of kitchen with external customers.

Unit II ***Food Quality Assurance***

Basic Introduction to Food Safety, Food Hazards & Risks, Contaminants and Food Hygiene; Objectives of maintaining Quality assurance; Introduction to Concept of TQM, GMP and Risk Assessment; HACCP (Basic Principle and Implementation).

Unit III ***Kitchen Branding***

Introduction to branding; New product developments; Advertising and marketing of kitchen products; Food exhibitions and stalls; Innovating cooking; Latest trends of food industry.

Unit IV ***Kitchen Sustainability***

Introduction; Concept of sustainable cooking; Sustainable food policy guide; Sustainable practices in cooking; Benefits of sustainable food service; Challenges of practicing sustainability.

Unit V *Kitchen Law*

Introduction to IPR; Importance of IPR in food industry; Trademarks: Definition and importance; Rules and regulation for setting up a commercial kitchen brand.

Practical

- Complaint handling situations
- Understanding the implementation of HACCP guidelines
- Writing Food Blogs
- Setting up of food stalls in exhibitions
- Developing sustainable food recipes
- Preparation of draft proposal for setting up of commercial kitchen

Main text Dessler, Varket (2016) *Human Resource Management*. Pearson. New Delhi

Reference books Aswathappa, K. (2007). *Human Resources and Personnel Management*. Tata McGraw Hill, New Delhi.
 Stephen P., Robbins (2013). *Organizational Behaviour*. New Delhi: Prentice Hall of India Pvt. Ltd

Pedagogical approach Lectures, Cases Studies, Class Discussions and Practical Exposure
 T-P-T : 2-2-0 (One Practical Credit is equal to Two hours)

Evaluation Theory – 40%
 Practical – 60 %

BVoc Food Production
LEVEL 5 (Commi 1)

BFP 206/ Level 5 **FOOD SAFETY AND HYGIENE**
4 Credits Skill Course (SC)

Description of the course

The course will help the students to develop an understanding of essentials of food safety and hygiene. The course also focuses upon cleaning procedures and waste management in kitchen. This course creates an awareness about safe food handling by the staff in order to ensure high standards of food hygiene.

Learning outcomes

Upon the successful completion of the course the students will be able to know:

- Describe personal hygiene and health habits.
 - Describe the proper use of cleaners and sanitizers.
 - Understand cleaning schedules and cleaning procedures.
 - Describe the proper disposal of food waste and garbage.
 - Recognize safe receiving, storing and handling raw and prepared foods.
-

Unit I ***Introduction to Food Safety and Hygiene***

Principles of food safety and quality ; Food Safety System; Quality attributes- Total Quality Management; Introduction to Risk Analysis; Risk Management; Risk Assessment; Risk Communication.

Unit II ***General Principles For Food Safety Regulation***

The Structure of Food Law; Food Regulation; Laws and Regulations to Prevent Adulteration and Cross Contamination; Microbial Contamination, Hygienic Practice, Chemical and Environmental Contamination; Food Additives; Labelling; Food Laws and Regulations at the International Level.

Unit III ***Food Quality***

Quality of raw materials; Quality checks on in stock raw materials; Building Inspection; Routine cleaning programmes.

Unit IV ***Cleaning & Sanitation***

Cleaning and sanitizing of the kitchen area; Dish washing process; Identification and usage of cleaning agents; Types of Kitchen wastes; Waste disposable system; Development of cleaning programme.

Unit V ***Food Handling***

Personal hygiene; Food Contamination; Cross contamination; Time and temperature control; General food storage guidelines.

Practical

- Dishwashing
- Kitchen Cleaning
- Kitchen Inspection
- Stock Management

Main text Neal D. Fortin(2009). *Food regulation*.WileyPublishers

Reference books Naomi Rees. David Watson(2000)*International standards for food safety*.Aspen Pub.

Pedagogical approach Lectures, Cases Studies, Class Discussions and Practical Exposure
T-P-T : 2-2-0 (One Practical Credit is equal to Two hours)

Evaluation Theory – 40%
Practical – 60 %

**BVoc Food Production
LEVEL 5 (Commi 1)**

**BFP 207/ Level 5
5 Credits**

INDUSTRIAL TRAINING
Skill Course(SC)

Course Objective

To provide the practical exposure and on the job training to the students about the systems, procedures and practices being followed by the Hospitality industry, in the backdrop of principles and concepts of Hospitality Management.

The students of the BVoc Food Production 2nd semester will be required to undergo 8 weeks compulsory on the Job training in the Hospitality and Tourism Industry. For this purpose the students will be placed with different hotels in every semester for two months at the end of semester.

After completion of the Training, the students will have to submit the Project Reports based on their work during their Internship Training. The research based Project Reports will be prepared by the students under the supervision of faculty members/Industry supervisors.

The Project Reports will be evaluated by the Industry Experts /Academicians nominated by the University from time to time. Evaluation of 100 Marks comprises of the following components:

- 1) **Project or Log Book Evaluation:** 40 %
- 2) **Presentation & Viva Voice:** 60 %

Semester – III (Chef De Partie)

Course Code/Type	Course Title	Credits
BFP 301/GC	Basics of Hotel Accountancy	4
BFP 302/GC	Foundation in Food & Beverage -II	5
BFP 303/GC	Principles of Management	4
BFP 304/GC	Material Management	5

Job Role: CHEF DE PARTIE		
Course Code	Course Title	Credits
BFP 305/SC	Larder Kitchen	4
BFP 306/SC	Food Production Management	4
BFP 307/SC	French For Hospitality	4

**BVoc Food Production
LEVEL 6 (Chef De Partie)**

BFP 301 / LEVEL 6 **BASICS OF HOTEL ACCOUNTANCY**

4 Credits General Course (GC)

Description of the course

Accounting provides information for decision making. Almost every business and organisation needs accountants to measure performance and provide information for decisions. The course is designed to provide the students with the basic knowledge of the Accounting skills.

Learning outcomes

Upon the successful completion of the course the students will be able to understand the basic principles and techniques of preparing and presenting the financial accounts for the use of the end users.

Unit I *Introduction to Financial Accounting*

Introduction, meaning of book keeping, accounting and accountancy, Distinction between book keeping and accounting, accounting process, objectives of accounting, various users of accounting information, limitations of accounting, accounting terminologies(capital, asset, liability, capital, expense, income, expenditure, revenue, debtors, creditors, stock, purchase, sales, voucher, discount, transaction, drawings), Accounting concepts and conventions, Accounting standards.

Unit II *Recording of Transactions and Secondary Books*

Classification of accounts, double entry system, rules for debit and credit, Journal entries, cash books, ledger posting, trial balance.

Unit IV *Depreciation*

Introduction, meaning of depreciation, causes of depreciation, need for depreciation, factors affecting depreciation, methods of computation of depreciation (straight line method and written down value method)

Unit V *Departmental Accounting*

An introduction to departmental accounting; Allocation and apportionment of expenses ; Advantages of allocation ; Draw-backs of allocation ;Basis of allocation ; Practical problems

Main text Maheshwari, S.N. and Maheshwari, S. K (2013).*An Introduction to Accountancy*. New Delhi: Vikas Publishing House.

Reference books Sofat, Rajni and Hiro, Preeti(2014). *Basic Accounting*. Delhi: PHI Learning Pvt.Ltd.
Monga, J.R and Ahuja Girish (NA). *Financial Accounting*.Delhi: Mayoer Paper backs.
Sharma, D.G.(NA).*Financial Accounting*.New Delhi: Taxmann Allied Services Pvt.Ltd.



Pedagogical approach	Two credits are allotted to two lectures in a week for classroom discussion and problems solving related to accounts. Theories of accounting shall be followed by numerical. T-P-T: 3-0-1
Evaluation	Internal Assessment- 25% External Assessment- 75%

**BVoc Food Production
LEVEL 6 (Chef De Partie)**

BFP 302/ LEVEL 6 FOUNDATION IN FOOD & BEVERAGE -II

5 Credits General Course (GC)

Description of the course

The course enables the students to have an in-depth insight of F&B Service industry. The subject focuses upon production and service of various non- alcoholic and alcoholic beverages. The paper also discusses about Bar Operations & Control.

Learning outcomes

Upon the successful completion of the course the students will be able to learn about the service of various alcoholic and non-alcoholic beverages. Also the course imparts the practical knowledge of mocktail and cocktail preparation to the student.

Unit I *Non-Alcoholic Beverages*

Introduction; Classification of beverages(Alcoholic and Non-Alcoholic); Coffee; Tea; Milk-based drinks ; Aerated drinks; Squashes; Juices; Natural Mineral Water ; Syrups.

Unit II *Alcoholic Beverages*

Introduction; Methods of Preparing Alcohol (Fermentation & Distillation);Classification of Alcoholic Beverages(Fermented, Brewed and Distilled); Production of different Alcoholic Beverages (Beer, Whisky,Rum,Brandy, Gin,Tequila, Vodka,Aperitifs)

Unit III *Wines*

Definition & History ; Classification of wines with examples ; Production of Wines; Old World wines (Principal wine regions, wine laws, grape varieties, production and brand names) ; New World Wines (Principal wine regions, wine laws, grape varieties, production and brand names) ; Food & Wine Pairing; Storage of wines ;Wine terminology (English & French)

Unit IV *Cocktails And Mocktails*

Introduction; Components of Cocktail; Methods of making cocktails; Equipment and tools required for making cocktails; Glassware for mixed drinks; Points to note while making cocktails and mixed drinks; Cocktails and their base; Mocktails or Non-Alcoholic Mixed Drinks.

Unit V *Bar Operations And Control*

Introduction; Types of Bar(pubs, Lounge Bar, Wine Bar, Cocktail Bar, Banquet Bar, Dispense Bar); Bar Design (Parts of Bar and Shapes of Bar); Bar Operations procedures; Bar Records and Control; Bar frauds.

Practical

- Service of non –alcoholic beverages (Tea, Coffee, Juices & Aerated drinks)
- Service of Wines (Champagne, Red & White wines)
- Service of Spirits & Liqueurs
- Cocktail & Mocktail Preparation, Presentation and Service
- Service of Cigars & Cigarettes.
- Service of Beer and Other Fermented & Brewed Beverages
- Service of Sparkling, Aromatized, Fortified, Still Wines.
- Bar setup and operations

Main text Singaravelavan,R(2016).*Food and Beverage Service*. New Delhi: Oxford University Press.

Reference books Dennis R.Lillicrap. & John A. Cousine(2006). *Food and Beverage Service*.ELBS.
 Andrews,Sudhir(2013).*Food & Beverage Service Training Manual*.Tata Mc Graw Hill.
 Dhawan,Vijay(2008).*Food & Beverage Service* .Frank Brothers & Company Pvt Ltd.

Pedagogical approach Lectures, Cases Studies, Class Discussions and Practical Exposure
 T-P-T : 3-2-0 (One Practical Credit is equal to Two hours)

Evaluation Internal Assessment- 25%
 External Assessment- 75%

**BVoc Food Production
LEVEL 6 (Chef De Partie)**

BFP 303 / LEVEL 6 **PRINCIPLES OF MANAGEMENT**

4 Credits General Course (GC)

Description of the course

The general objective of this course is to provide a broad and integrative introduction to the theories and practice of management. In particular, the course focuses on the basic areas of the management process and functions from an organizational viewpoint. The course also attempts to enable students to understand the role, challenges, and opportunities of management in contributing to the successful operations and performance of organizations.

Learning outcomes

Upon the successful completion of the course the students will be able to:

- Describe and discuss the elements of effective management
 - Discuss and apply the planning, organizing and control processes
 - Describe various theories related to the development of leadership skills, motivation techniques, team work and effective communication
 - Communicate effectively through both oral and written presentation
 - Learn basics of organizational behaviour.
-

Unit I ***Introduction to management***

Organization management; role of managers; evolution of management though; organization and the environmental factors; functions of management; social responsibility of management; environment friendly management.

Unit II ***Planning***

Nature and purpose of planning; planning process; types of plans& objectives; managing by objective (MBO) strategies; types of strategies & policies; decision making; types of decision; decision making process; rational decision-making process; decision making under different conditions.

Unit III ***Organising***

Nature and purpose of organizing; organization structure; formal and informal groups/ organization; line and staff authority; departmentation; span of control; centralization and decentralization; delegation of authority; staffing; selection and recruitment; orientation; career development; career stages; training; performance appraisal.

Unit IV ***Directing and Controlling***

Managing people; communication; hurdles to effective communication; organization culture; elements and types of culture, managing cultural diversity. Process of controlling; types of control; budgetary and non-budgetary control techniques; managing productivity; cost control; purchase control; maintenance control; quality control planning operations.

Unit V ***Introduction to Organizational Behaviour***

Concept and nature of organizational behaviour; contributing disciplines to the field of O.B.; O.B. models; need to understand human behaviour; challenges and opportunities. Management of change; management of crisis; total quality management

Main text Dubrin, Andrew J.(2012). *Essentials of Management*. Thomson Southwestern, 9th edition.
 Stephen P., Robbins(2013). *Organizational Behaviour*. New Delhi: Prentice Hall of India Pvt. Ltd

Reference books Koontz Harold and Wehrich Heinz. (2012). *Essentials of management: AnInternational &Leadership Perspective*. New Delhi: Tata McGraw-Hill Education.9thedition.
 Prasad, L.M. (2014). *Organizational Behaviour*. New Delhi: Sultan Chand & Sons.
 Robbins Stephen P, De Cenzo David A.and Coulter Mary.(2012). *Fundamentals of Management*. New Delhi: Prentice Hall of India.

Pedagogical approach Lectures, Cases Studies, Class Discussions and Practical Exposure
 T-P-T : 3-0-1

Evaluation Internal Assessment- 25%
 External Assessment- 75%

**BVoc Food Production
 LEVEL 6 (Chef De Partie)**

BFP 304 / LEVEL 6 **MATERIAL MANAGEMENT**

5 Credits General Course (GC)

Description of the course

The course enables the students to have an in-depth insight of material management. The subject focuses upon supply chain management. The paper also discusses about material management linkages.

Learning outcomes

Upon the successful completion of the course the students will be able to understand the concept, functions, objectives and importance of material management function in an organization. Also the students will be able to get the elementary idea of material management linkages with other areas of management, supply chain management and production processes.

Unit I ***Introduction to Materials Management***

Meaning, definition, scope and functions of Materials Management; Objectives and Advantages of Materials Management; Interfaces of Materials Management: Internal and external interfaces; Organization for Material Management.

Unit II ***Supply Chain Management***

Concept, objectives of supply – production and distribution system; Role and Management of flow of material in supply chain management.

Unit III ***Material Management Linkages***

Linkages with other functional areas of Management i.e. Production, Accounting and Finance, Marketing, HRM, IT, TQM; A Brief discussion on the functions of each functional area of Management.

Unit IV ***Elements of Production Processes***

Familiarity with broad categories of production processes used in industries; Commonly used machines and tools in industries.

Unit V ***Cost Involved in material management***

General discussion on concept of costs and cost classification; specific costs associated with Material Management.

Main text Arnold, Champman and Ramakrishnan(2007). *Introduction to Materials Management 5th ed.*, Pearson Education, Inc.

Reference books Pooler Victor H(1997). *Purchasing and Supply Management, Creating the Vision*, New York, Chapman & Hall.



Pedagogical approach	Lectures, Cases Studies, Class Discussions and Practical Exposure T-P-T : 4-0-1
Evaluation	Internal Assessment- 25% External Assessment- 75%

LEVEL 6 (Chef De Partie)

BFP 305/ Level 6 **LARDER KITCHEN**
4 Credits Skill Course (SC)

Description of the course

This course imparts the knowledge about the cold kitchen/Gardemanger. The course discusses various segments of cold kitchen like Sandwiches, Appetizers and Charcuterie. The course also discusses various trends of western presentation of food on the plate.

Learning outcomes

Upon the successful completion of the course the students will be able to :

- Trace the background of the Larder Kitchen
 - Analyze the various sections of a Larder Kitchen
 - Understand the basic concept of Charcuterie
 - Comprehend the purpose of classifying appetizers
 - Understand the basic concept of sandwiches and their types
 - Understand the importance of balance in plated presentations
-

Unit I *Introduction To Cold Kitchen*

Introduction & layout; Larder Work; Sections and Functions of Larder Kitchen; Larder Equipments; Hierarchy of Larder Staff; Duties and responsibilities of Larder Staff.

Unit II *Appetizers and Garnishes*

Introduction; Classification of Appetizers; Garnishing Hors D'oeuvres; Popular Traditional Appetizers from the World; Modern Plated Appetizers.

Unit III *Sandwiches*

Introduction; Part of Sandwiches; Types of Sandwiches; Making of a Sandwich; Storing Sandwiches; Modern Trends in Sandwiches.

Unit IV *Charcuterie*

Introduction; Sausage; Galantines; Ballotines and Dodines; Ham, Bacon and Gammon; Pat'es and Terrines; Truffle; Aspic or Gele'e.

Unit V *Western Plated Food*

Introduction; The concept of Plate Presentations; Merging of Flavours, Shapes and Textures on the Plate; Emerging Trends in Food Presentation.

Practical

- Layout of Larder Kitchen
- Preparation of cold appetizers
- Preparation of Sandwiches
- Western Presentation of food on plate

Main text Bali, Parvinder (2012). *International Cuisine & Food Production Management*. Oxford University Press.

Reference Philip E. Thangam, Heinemann (2010) *Modern Cookery*. Orient Longman.

books Arora, K (2008). *Theory of Cookery*. Frank Brothers.

Pedagogical approach Lectures, Cases Studies, Class Discussions and Practical Exposure
T-P-T : 2-2-0 (One Practical Credit is equal to Two hours)

Evaluation Theory – 40%
Practical – 60 %

**BVoc Food Production
LEVEL 6 (Chef De Partie)**

BFP 306/ Level 6 **FOOD PRODUCTION MANAGEMENT**
4 Credits Skill Course (SC)

Description of the course

This course imparts the knowledge about the basic principles of food production management. The course discusses various aspects of management like planning, scheduling, forecasting and budgeting. The course also discusses Menu Planning and Food Costing.

Learning outcomes

Upon the successful completion of the course the students will be able to :

- Understand Production Planning and Scheduling
 - Forecasting and Budgeting
 - Yield Management
 - New Product Developments
 - Food Cost Control
 - Menu Planning
 - Kitchen Report Keeping
-

Unit I *Production Management*

Introduction; Kitchen Organisation; Allocation of Work-Job Description; Duty Rosters; Production Planning and Scheduling; Production Quality and Quantity Control; Forecasting and Budgeting; Yield Management.

Unit II *Product Development*

Introduction; Developing New Recipes; Food Trials; Evaluating a recipe; Organoleptic and Sensory Evaluation.

Unit III *Food Cost Control*

Introduction to Control; Definition; Objective and Advantages of Cost Control; Obstacle to Food and Beverage Controls; Limitation of Cost Control; Methodology and Phases of Cost Control; Essentials of Cost Control.

Unit IV *Menu Planning*

Introduction; Menu; Functions of the Menu; Types of Menu; Menu Used As Control Tool; Menu Engineering Grid; Menu Balancing.

Unit V *Kitchen Communication*

Concept of Internal and External Customers; Miscellaneous forms used within the kitchens; Morning and Evening Briefing.

Practical

- Calculation of Food cost
- Yield management
- Preparation of menus
- Development of new product and recipes
- Preparation of kitchen reports

Main text Bali, Parvinder (2012). *International Cuisine & Food Production Management*. Oxford University Press.

Reference Philip E. Thangam, Heinemann (2010) *Modern Cookery*. Orient Longman.

books Arora, K (2008). *Theory of Cookery*. Frank Brothers.

Pedagogical approach Lectures, Cases Studies, Class Discussions and Practical Exposure
T-P-T : 2-2-0 (One Practical Credit is equal to Two hours)

Evaluation Theory – 40%
Practical – 60 %

**BVoc Food Production
LEVEL 6 (Chef De Partie)**

BFP 307/ Level 6 **FRENCH FOR HOSPITALITY**
4 Credits Skill Course (SC)

Description of the course

The course will provide the students with elementary competence in the French language. This course focuses on teaching participants how to communicate simply and effectively at basic level, deal with the grammatical structures needed, pronounce words properly and utilise hospitality related vocabulary in their daily duties.

Learning outcomes

Upon the successful completion of the course the students will be able to :

- Learn the basics of French
- Communicate effectively at basic level
- Understand the grammatical structures
- Learn the pronunciation of words

- Unit I** Introducing oneself and others, greeting people, formal and informal uses of the language, giving simple information about oneself. Countries and Nationalities, Adjectives used in day to day conversation.
- Unit II** Introduction to hospitality vocabulary-different areas of the hotel. A focus on the reception area.
- Unit III** The two parts of a restaurant – dining area utensils & kitchen equipment. Taking simple orders in the bar/restaurant/café/replying to room service orders.
- Unit IV** Culinary terms – the food groups, methods of preparing and cooking food. Looking at recipes. Talking about food – favorite dishes, typical dishes of France.
- Unit V** A focus on pronunciation – listening and speaking. Communicating over the phone – taking bookings, filling in forms. Talking about one’s routine- the time, tasks and responsibilities at work, running errands and chores.

Main text S.Bhattacharya(2011).*French for Tourism and Hotel Industry*.Franc Bros.

Reference books Thomas,Bruno(2017).*French for Beginners*.kindle edition.

Pedagogical approach Lectures,Class Discussions and Practical Exposure,Audio visual aids.
T-P-T : 2-2-0 (One Practical Credit is equal to Two hours)

Evaluation Theory – 40%
 Practical – 60 %

Semester – IV (Chef de partie)

Course Code/Type	Course Title	Credits
BFP 401/SC	Industrial Training	24

**BVoc Food Production
LEVEL 6(Chef De Partie)**

BFP 401/ Level 6
24 Credits

INDUSTRIAL TRAINING
Skill Course(SC)

Course Objective

To provide the practical exposure and on the job training to the students about the systems, procedures and practices being followed by the Hospitality industry, in the backdrop of principles and concepts of Hospitality Management.

The students of the BVoc Food Production 4th semester will be required to undergo 4 months compulsory on the Job training in the Hospitality and Tourism Industry. For this purpose the students will be placed with different hotels in every semester for two months at the end of semester.

After completion of the Training, the students will have to submit the Project Reports based on their work during their Internship Training. The research based Project Reports will be prepared by the students under the supervision of faculty members/Industry supervisors.

The Project Reports will be evaluated by the Industry Experts /Academicians nominated by the University from time to time. Evaluation of 100 Marks comprises of the following components:

3) Project or Log Book Evaluation: 40 %

4) Presentation & Viva Voice: 60 %

Semester – V (Sous Chef)

Course Code/Type	Course Title	Credits
BFP 501/GC	F&B Controls	6
BFP 502/GC	Advance Course in F&B Service	6
BFP 503/GC	Human Resource Management	6

Job Role: CHEF DE PARTIE		
Course Code	Course Title	Credits
BFP 504/SC	International Cuisines	4
BFP 505/SC	Kitchen Planning	4
BFP 506/SC	Culinary French	4

**BVoc Food Production
LEVEL 7 (Sous Chef)**

BFP 501 / LEVEL 7 F&B CONTROLS

6 Credits General Course (GC)

Description of the course

The course imparts the knowledge about the various parameters of Food & Beverage Controls. The course suggest various measures to ensure controls on various aspects of food like cost, production, sales etc.

Learning outcomes

Upon the successful completion of the course the students will be able to:

- Understand Food Control Cycle
- Learn about the advantages of Food Cost Control
- Know the procedure of procurements of food supplies
- Understand about the standard recipes and standard portioning
- Know the fundamentals of food Sales .

Unit I *Food Cost Control*

Advantages of Food Cost Control; Food Cost control- Tools and Procedures; Food Cost Reporting; Hurdles in Food Cost Control; Reasons for increased and low food cost; Factors affecting Food Cost Control; Point of sale system.

Unit II *Food Control Cycle*

Purchasing Control; Aims and objectives; Types of Food Purchase; Quality Purchasing; Food Quality Factors for different commodities; Definition of Yield Tests to arrive at standard yield; Definition of Standard Purchase Specification; Advantages of Standard Yield and Standard Purchase Specification; Purchasing Procedure; Different Methods of Food Purchasing .

Unit III *Receiving Control*

Aims of Receiving; Job Description of Receiving Clerk/Personnel ; Equipment required for receiving ; Documents by the Supplier (including format) ; Delivery Notes ; Bills/Invoices; Credit Notes ; Statements ; Records maintained in the Receiving Department ; Goods Received Book ; Daily Receiving Report ; Meat Tags; Receiving Procedure.

Unit IV *Production Control*

Aims and Objectives; Forecasting; Fixing of Standards; Definition of standards (Quality & Quantity) ; Standard Recipe (Definition, Objectives and various tests); Standard Portion Size (Definition, Objectives and equipment used) ; Standard Portion Cost (Objectives & Cost Cards) ; Computation of staff meals.

Unit V *Sales Control*

Defining of Sales; Determining sales price; Calculation of selling price; Factors to be considered while fixing selling price ; Matching costs with sales ; Billing procedure – cash and credit sales ; Cashier’s Sales summary sheet.

Practical

- Understanding the system of record keeping
- Filling of various formats available in the hotel
- Numericals on sales forecast

Main text Ojugu,Clement(2009).Practical *Food and Beverage Cost Control*.Cengage Learning,Delmar.

Reference books Miller,Jack(2004).Practical *Food and Beverage Cost Control*.John Wiley & Sons,New Jersey.

Pedagogical approach Lectures, Cases Studies, Class Discussions and Practical Exposure
T-P-T : 4-2-0 (One Practical Credit is equal to Two hours)

Evaluation Theory – 30%
Practical – 70 %

**BVoc Food Production
LEVEL 7 (Sous Chef)**

BFP 502/ LEVEL 7 **ADVANCE COURSE IN F&B SERVICE**

6 Credits General Course (GC)

Description of the course

The course imparts the knowledge of Function Catering and Outdoor Catering Services. It also focuses upon the significance of Customer Relation Management and highlights various supervisory functions for the smooth Food & Beverage Operations. The paper also discusses various Food Safety & Environmental Concerns.

Learning outcomes

Upon the successful completion of the course the students will be able to do the following activities:

- Booking & Organizing of banquet events
- Procedure for organizing an outdoor catering
- Briefing & De-briefing of catering staff
- Complaint Handling through Role plays

Unit I *Function Catering*

Introduction; Banquets; Types of Functions; Function Staff; Function Menus; Service Methods; Function Equipment; Juices; Table Plans; Function Booking & Organization ; Organizing the function; Outdoor Catering

Unit II *Supervisory Function*

Introduction; Supervisory Functions in Food Service Operations (Briefing, Allocation of tables, Checking the mise en place & mise en scene, Handling tips, Stock Taking, Requisition; Sales analysis, Cost analysis; Breakeven Point Calculations; Handling Complaints; Training the Staff

Unit III *Food Cost Control*

Advantages of Food Cost Control; Food Cost control- Tools and Procedures; Food Cost Reporting; Hurdles in Food Cost Control; Reasons for increased and low food cost; Factors affecting Food Cost Control; Point of sale system.

Unit IV *Customer Relationship Management*

Introduction; Importance of Customer Relations(Regular guests, Occasional guests, first time visitors); Guest Satisfaction (Menu, Consistency in the quality of dishes and Service, Food Safety & Hygiene , Attitude of Staff, Complaint Handling; Suggestions by Guests.

Unit V *Food Safety And Environmental Concerns*

Introduction; Food Poisoning; Controlling Bacterial Growth; Prevention of Bacterial Food Poisoning; Food Safety Activities; Environmental Concerns; Hotel Waste Management.

Practical

- Booking & Organizing of banquet events
- Procedure for organizing an outdoor catering
- Briefing & De-briefing of catering staff
- Complaint Handling through Role plays

Main text Singaravelavan,R(2016).*Food and Beverage Service*. New Delhi: Oxford University Press.

Reference books Dennis R.Lillicrap. & John A. Cousine(2006). *Food and Beverage Service*.ELBS.
Andrews,Sudhir(2013).*Food & Beverage Service Training Manual*.Tata Mc Graw Hill.
Dhawan,Vijay(2008).*Food & Beverage Service* .Frank Brothers & Company Pvt Ltd.

Pedagogical approach Lectures, Cases Studies, Class Discussions and Practical Exposure
T-P-T : 4-2-0 (One Practical Credit is equal to Two hours)

Evaluation Theory – 30%
Practical – 70 %

**BVoc Food Production
LEVEL 7 (Sous Chef)**

BFP 503 / LEVEL 7 HUMAN RESOURCE MANAGEMENT

6 Credits General Course (GC)

Description of the course

The objective of this course is to endow the student with a broad perspective on themes and issues of Human Resource Management along with their relevance and application in the Indian prospect. It will help the students to build up and refine decision making skills so that they can help organizations effectively conduct personnel management and employee relations.

Learning outcomes

Upon the successful completion of the course the students will be able to synthesize the role of human resources management as it supports the success of the organization including the effective development of human capital as an agent for organizational change, demonstrate knowledge of laws that impact behavior in relationships between employers and employees that ultimately impact the goals and strategies of the organization and understand the role of employee benefits and compensation as a critical component of employee performance, productivity and organizational effectiveness.

Unit I *Introduction to Human Resource Management*

Nature of Human Resource Management, Scope, functions and importance of Human Resource Management, Human Resource Management vs. Human Resource Development, Strategic Human Resource Management: Introduction, characteristics and scope of Strategic Human Resource Management, Strategic Human Resource Management vs. Conventional Human Resource Management, Barriers to strategic Human Resource Management, Linking HR strategy with business strategy, Human Resource Management linkage with Total Quality Management & productivity.

Unit II *Human Resource Planning And Recruitment*

Nature of job Analysis, job design, Human Resource Planning, Demand forecasting for manpower planning, HR supply forecasting, factors influencing HRP, Employee hiring- Nature of Recruitment, Sources of recruitment, Employee selection, process of employee selection, recent trends in recruitment.

Unit III *Training And Development*

Nature and importance of Training, methods and types of training, career planning, promotion, transfer, demotion and separation, Performance Appraisal: Meaning and types of appraisal, Job Evaluation: Meaning and methods of job evaluation.

Unit IV *Compensation Management And Employee Relations*

Introduction to compensation management, Components of employee and executive compensation, Factors affecting employee compensation, Employee incentive schemes, and recent trends in compensations management. Meaning and nature of employee relation and industrial relations.

Unit V *Employee Safety, Health and Ethics in Human Resource Management*

Ethics definition and its principles, Importance of ethics in work place, Ethics of human resource and its impact towards organizational success, measures and policies for employee safety at work

Main text Dessler, Varket (2016) *Human Resource Management*. Pearson. New Delhi

Reference books Aswathappa, K. (2007). *Human Resources and Personnel Management*. Tata McGraw Hill, New Delhi.

Pedagogical approach Lectures, Cases Studies, Class Discussion.
T-P-T : 5-0-1

Evaluation Internal Assessment- 25%
External Assessment- 75%

**BVoc Food Production
LEVEL 7 (Sous Chef)**

BFP 504 / LEVEL 7 **INTERNATIONAL CUISINES**

4 Credits Skill Course (SC)

Description of the course

The course introduces the student to the international cuisines such as French, Italian, Spanish, German, Greek, Mexican, English, Japanese, Chinese and Thai. Also, the course helps the students to understand the art and science behind plating Western food. The paper also covers the latest trends of healthy eating and various elements that constitute healthy food.

Learning outcomes

Upon the successful completion of this course the students will be able to:

- Know about the various speciality foods and salient features of different Foreign Cuisines
- Prepare various dishes of different cuisines
- Understand standard recipes
- Learn and adopt various methods of cooking

Unit I *Western Cuisines*

Introduction; Italian Cuisine; Mediterranean Cuisine; Mexican Cuisine

Unit II *European Cuisines*

Introduction ; French Cuisine; Cuisine of the UK; Scandinavian Cuisine, German Cuisine

Unit III *Oriental Cuisines*

Introduction; Chinese Cuisine; Japanese Cuisine, Thai Cuisine

Unit IV *Western Plated Food*

Introduction; The Concept of Plate Presentations; Merging of Flavors, Shapes and Textures on the Plate; Emerging Trends in Food Presentations

Unit V *Concept Of Health Food*

Introduction; Types of Nutrients; Balanced Diet and Nutritional Analysis; Principles of Healthy Cooking.

Practical

- One Menu comprising of 5 dishes per Cuisine

Main text Bali,Parvinder (2012). *International Cuisine & Food Production*. Oxford University Press.

Reference books Philip E. Thangam, Heinemann(2010)*Modern Cookery*.Orient Longman.
Arora,K(2008). *Theory of Cookery*. Frank Brothers.

Pedagogical approach	Lectures, Class Discussion, Practical sessions, Videos. T-P-T : 2-2-0
Evaluation	Theory – 40% Practical – 60 %

**BVoc Food Production
LEVEL 7 (Sous Chef)**

BFP 505 / LEVEL 7 **KITCHEN PLANNING AND MANAGEMENT**

4 Credits Skill Course (SC)

Description of the course

The course discusses Kitchen design and deals with planning considerations of commercial and institutional kitchens. The course also highlights the role of the chef in the planning and designing of the kitchen. The paper also discusses the key topics in the area of kitchen management and project planning. The new changing trends in cooking is also been covered in this course.

Learning outcomes

Upon the successful completion of this course the students will be able to:

- Know about various commercial kitchen configuration and shapes
 - Gain knowledge about standard specifications of kitchen equipments
 - Learn about storage facility, layout and design
 - Know about project management and its key role in various functional areas
 - Acknowledge various changing trends of Kitchen Planning and Management
-

Unit I *Kitchen Design*

Introduction; Basis of Physical Layout; Standard Layout of Kitchen, Area Required; Commercial Kitchen Configuration/Shapes; Environmental Conditions; Developing Kitchen Plans.

Unit II *Specifications For Equipment ,Ventilation and Kitchen Safety*

Introduction; Features of a Good Kitchen; Care and Maintenance of Kitchen Equipment; Kitchen Equipment Specifications.

Unit III *Storage Facility Layout and Design*

Introduction; Food Stores: Definition and Types; Layout of a Good Food Store; Role of Store Keeper; Kitchen stewarding.

Unit IV *Project Management*

Introduction; The Network Models (CPM/PERT); Drawings of a Network Diagram; Project Cost Analysis.

Unit V *Sustainable Kitchen Planning*

Introduction; Major Resources of Energy; Energy Conservation; Changing Trends in Kitchen Planning; Sustainable Cooking.

Practical

- Kitchen Layouts
- Developing Kitchen Plans
- Kitchen Equipment Care and Maintenance

- Kitchen Stewarding
- Drawings of a Network Diagram(CPM/PERT)

Main text Bansal, Tarun (2010). *Hotel Facility Planning*. Oxford University Press.

Reference books Bhushan,Devesh(2014).*Environment and Facilities Planning in Hotel Industry*.Naman Publisher & Distributors.

Pedagogical approach Lectures, Class Discussion, Practical sessions, Videos.
T-P-T : 2-2-0

Evaluation Theory – 40%
Practical – 60 %

**BVoc Food Production
LEVEL 7 (Sous Chef)**

BFP 506/ Level 7 **CULINARY FRENCH**
4 Credits Skill Course (SC)

Description of the course

The course will provide the students with proficiency in the French language. This course focuses on teaching participants how to communicate and use French language while working in kitchen. This paper gives an idea about various common French terms used in culinary area.

Learning outcomes

Upon the successful completion of the course the students will be able to :

- Learn the French Classical Menu
- Get familiar with kitchen terminology in French.
- Understand the cuts of meat in French
- Learn the terms for different ingredients used in cooking

Unit I Organisation of French Classical Menu and Preparation of sample menus for different occasions.

Unit II Familiarisation with kitchen brigade terms and terminology.

Unit III Names of soups and descriptive terms; Names of vegetables and terms associated with the use of vegetables.

Unit IV Terms associated with hors d'oeuvres, sauces, cuts of meat, poultry, game and fish ; French cheeses ; Desserts and fruits ; Pasta dishes.

Unit V French terms of condiments, herbs, spices and wine used in cooking.

Main text S.Bhattacharya(2011).*French for Tourism and Hotel Industry*.Franc Bros.

Reference books Thomas,Bruno(2017).*French for Beginners*.kindle edition.

Pedagogical approach Lectures,Class Discussions and Practical Exposure,Audio visual aids.
T-P-T : 2-2-0 (One Practical Credit is equal to Two hours)

Evaluation Theory – 40%
 Practical – 60 %

Semester – VI (Sous Chef)

Course Code/Type	Course Title	Credits
BFP 601/SC	Industrial Training	24

**BVoc Food Production
LEVEL 7(Sous Chef)**

**BFP 601/ Level 7
24 Credits**

INDUSTRIAL TRAINING
Skill Course(SC)

Course Objective

To provide the practical exposure and on the job training to the students about the systems, procedures and practices being followed by the Hospitality industry, in the backdrop of principles and concepts of Hospitality Management.

The students of the BVoc Food Production 6th semester will be required to undergo 4 months compulsory on the Job training in the Hospitality and Tourism Industry. For this purpose the students will be placed with different hotels in every semester for two months at the end of semester.

After completion of the Training, the students will have to submit the Project Reports based on their work during their Internship Training. The research based Project Reports will be prepared by the students under the supervision of faculty members/Industry supervisors.

The Project Reports will be evaluated by the Industry Experts /Academics nominated by the University from time to time. Evaluation of 100 Marks comprises of the following components:

5) Project or Log Book Evaluation: 40 %

6) Presentation & Viva Voice: 60 %