



Undergraduate Programme

BACHELOR OF VOCATION IN
FOOD PRODUCTION
B.Voc (FP)

Department of Tourism
and Hospitality
Management

Jamia Millia Islamia
New Delhi

This document outlines the details of the B.Voc programme offered by Department of Tourism and Hospitality Management, 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

- B.Voc 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 organizations.
- 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 Organizations.
- 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, and 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**

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

- Prepare basic food items and assist Chef De Partie (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
- 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 and Hospitality Management
Faculty	Faculty of Management Studies
Type	Undergraduate programme
Level	Level 5 to 7
Duration	Three-year, Six Semester programme
Exit Levels	Level 5 /Certificate; Job Role – Commi Chef Level 6 / Diploma; Job Role – Chef De Partie Level 7/ B.Voc; 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 B.Voc 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 FOOD PRODUCTION

SEMESTER	CODE	SUBJECT	GC/SC	CREDIT	TOTAL HOURS	EVALUATION CRITERIA
ONE/ COMMI CHEF	BVF101	Introduction to Hospitality	GC	4	48	Internal-25% External-75%
	BVF102	Food & Beverage Foundation -I	GC	4	48	Internal-50% External-50%
	BVF103	Food Science & Nutrition	GC	4	48	Internal-25% External-75%
	BVF104	Basic Principles of Food Production	SC	4	48	Internal-50% External-50%
	BVF105	Kitchen Operations	SC	4	48	Internal-50% External-50%
	BVF106	Kitchen Communication	SC	4	48	Internal-50% External-50%
	BVF107	Foundation Course in Bakery Management	SC	4	48	Internal-50% External-50%
TWO/CERTIFICATE- COMMI CHEF	BVF201	Communication Skills & Personality Development	GC	4	48	Internal-25% External-75%
	BVF202	Event Management	GC	4	48	Internal-25% External-75%
	BVF203	Food Safety & Hygiene	GC	4	48	Internal-25% External-75%
	BVF204	Basics of Indian Cooking	SC	4	48	Internal-50% External-50%
	BVF205	Essentials of Kitchen Management	SC	4	48	Internal-50% External-50%
	BVF206	Food & Beverage Foundation -II	SC	4	48	Internal-50% External-50%



THREE / CHEF-DE-PARTIE	BVF207	Advance Course in Bakery Management	SC	4	48	Internal-50% External-50%
	BVF301	INDUSTRIAL TRAINING (22 Weeks)	SC	34	760	Report & Log Book Evaluation-50 % Presentation & Viva Voice-50 %
FOURTH/ DIPLOMA /CHEF-DE-PARTIE	BVF401	Basics of Hotel Accountancy	GC	4	48	Internal-25% External-75%
	BVF402	French For Hospitality	GC	4	48	Internal-50% External-50%
	BVF403	Principles of Management	GC	4	48	Internal-25% External-75%
	BVF404	Hospitality Sales and Marketing	GC	4	48	Internal-25% External-75%
	BVF405	Larder Kitchen	SC	4	48	Internal-50% External-50%
	BVF 406	Food Production Management	SC	4	48	Internal-50% External-50%
	BVF407	Food & Beverage Operations	SC	4	48	Internal-50% External-50%
FIFTH /SOUS-CHEF	BVF501	F&B Controls	GC	4	48	Internal-25% External-75%
	BVF502	Culinary French	GC	4	48	Internal-50% External-50%
	BVF503	Human Resource Management	GC	4	48	Internal-25% External-75%
	BVF504	International Cuisines	SC	4	48	Internal-50% External-50%
	BVF505	Kitchen Planning and Management	SC	4	48	Internal-50% External-50%

	BVF506	Food and Beverage Management	SC	4	48	Internal-50% External-50%
	BVF507	Project Report	SC	4	48	Report– 50% Presentation & Viva Voice – 50%
SIXTH/B.Voc/SOUS CHEF	BVF601	On the Job Training (22 Weeks)	SC	34	760	Report & Log Book Evaluation-50 % Presentation & Viva-Voice-50%
TOTAL CREDITS				180		

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



Semester – I (Commi Chef)

Course Code/ Type	Course Title	Credits
BVF 101/GC	Introduction to Hospitality	4
BVF 102/GC	Food & Beverage Foundation-I	4
BVF 103/GC	Food Science & Nutrition	4

Job Role: COMMI CHEF		
Course Code/Type	Course Title	Credits
BVF 104/SC	Basic Principles of Food Production	4
BVF 105/SC	Kitchen Operations	4
BVF 106/SC	Kitchen Communication	4
BVF107/SC	Foundation Course in Bakery Management	4



B.Voc Food Production

LEVEL 5 (Commi Chef)

BVF 101 / LEVEL 5	INTRODUCTION TO HOSPITALITY
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4 Credits	General Course (GC)
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Description of the course

Purpose of this course is to acquaint the learner with the fundamental concept of Hospitality. After doing this course, the students would be able to appreciate the significance of hospitality industry in economy in general and in tourism industry in particular.

Learning outcomes

The student will be able to define the characteristics of the hospitality industry, explain the elements of the hospitality industry, discuss current issues facing food service; discuss current guest needs; and explain general hotel operations and explain and discuss the role of service in the hospitality industry.

Unit I ***Basics of the Tourism***

Definition of Tourism and Tourist; Different Types of Tourism; Tourist Transport; Travel Agent and Tour Operator; Travel and Tourism Industry and its Dimension; Lodging Industry and Its Dimension.

Unit II ***Introduction to Hospitality and Hotel Industry***

Origin and growth of Hospitality Industry in India and the World; Definition of hotel; Classification of hotels; Major departments of hotels (Hierarchy) and their coordination; Hotel tariff plans; Types of guest rooms and meal Plans; Hotels, their evolution and growth; (ITC, The Taj Group, The Oberoi Group), Foreign Hotel Chains in India (Hilton, Starwood, Marriott, Hyatt, Ramada, IHG, Accor and others); Ministry of Tourism, State Tourism Board, DOT, FHRAI, HRACC.

Unit III ***Front Office Management***

Section and layout of front office; Organisation of front office staff; Duties and responsibilities of front office personnel; Room Registration, Reservations and Guest Cycle; Safety and security procedures.

Unit IV ***Housekeeping Department***

Introduction, importance and responsibilities of housekeeping department; Hierarchy and Layout of the department; Duties and responsibilities of housekeeping personnel; Interdepartmental coordination.

Unit V ***Environmental Concerns and IT Applications in Hotel Industry***



Property management system (PMS application) in front office; Evaluating hotel performance; Eco-friendly amenities, products and processes in housekeeping department; IT in the housekeeping department; Environmental factors influencing the food service operations; Hotel Waste Management; New trends and job's opportunities in Hospitality Industry.

Main text	<ul style="list-style-type: none"> ✓ Andrews, S. (2009). <i>Hotel Front Office Training Manual</i>, Tata McGraw Hill, Mumbai. ✓ Raghubalan G. & Raghubalan Smritee (2017), <i>Hotel Housekeeping Operations & Management</i>, New Delhi: Oxford University Press
Reference books	<ul style="list-style-type: none"> ➤ Ghosh Gauranga Suvradeep (2005) <i>Hotel Front Training Manual</i>, New Delhi: Jindal Book Services ➤ Andrews Sudhir (2012), <i>Front Office Management & Operations</i>, New Delhi: Tata McGraw-Hill Publishing Company Limited ➤ Andrew Sudhir (2013), <i>Hotel Housekeeping</i>, New Delhi: Tata McGraw-Hill Publishing Company Limited ➤ Branson Joan C. & Lennox Margaret (2013), <i>Hotel, Hostel & Hospital Housekeeping</i>, Britain: The Bath Press
Pedagogical approach	<p>Lectures, presentations, Assignment, group activities and Case study analysis, discussions</p> <p>T-P-T: 3-0-1</p>
Evaluation	<p>Internal –25%</p> <p>External– 75%</p>



B.Voc Food Production

LEVEL 5 (Commi Chef)

BVF 102/ LEVEL 5	FOOD & BEVERAGE FOUNDATION -I
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.
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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 Organization 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.



Food and Beverage Service Equipment Familiarization

Unit V

& 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

Internal – 50%
External – 50%



B.Voc Food Production
LEVEL 5 (Commi Chef)

BVF 103 / 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
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

Evaluation Internal - 25%
External - 75%



B.Voc Food Production
LEVEL 5(Commi Chef)

BVF 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
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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 books Philip E. Thangam, Heinemann (2010) *Modern Cookery*. Orient Longman. 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	Internal – 50%
	External – 50 %

B.Voc Food Production
LEVEL 5 (Commi Chef)

BVF 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 emphasizes 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 books Philip E. Thangam, Heinemann (2010) *Modern Cookery*. Orient Longman.
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 Internal – 50%
External – 50%

B.Voc Food Production

LEVEL 5 (Commi Chef)

BVF 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
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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) <i>Human Resource Management</i> . Pearson. New Delhi
Reference books	Aswathappa, K. (2007). <i>Human Resources and Personnel Management</i> . Tata McGraw Hill, New Delhi. Stephen P., Robbins (2013). <i>Organizational Behaviour</i> . 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	Internal – 50% External – 50 %



B.Voc Food Production

LEVEL 5 (Commi Chef)

BVF 107/ Level

FOUNDATION COURSE IN BAKERY MANAGEMENT

4 Credits

Skill Course (SC)

Description of the course

The course introduces the basics of Bakery Management to the students, highlighting the basic ingredients and Equipment used in Bakery. The paper discusses the features and production methods of various bakery products like breads, rolls, Cookies & Biscuits.

Learning Outcomes

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

Know the basic ingredients and equipment used in bakery, the production method and types of Chocolates. The students can also process various bakery items like Breads, Rolls, Cakes, Pastries, Chocolates, Biscuit and cookies.

Unit I

Introduction to Bakery

Introduction; Organization chart of Bakery Department; Duties and Responsibilities of Bakery Staff; Layout of a Bakery; Professional Bakery Equipment & Tools; Safety and Hygiene Standards in Bakery.

Unit II

Bakery Commodities

Introduction; Basic Ingredients: Sugars; Shortenings; Eggs; Wheat and Flours; Milk and Milk Products; Yeast; Salt, Spices, and Flavourings; Cocoa and Chocolate; Fruits.

Unit III

Leavening Agents

Introduction; Types of Leavening Agents; Aeration Methods and Techniques.

Unit IV

Breads and Rolls

Overview of Production; Common Problems; White Pan Bread ; French and Italian Breads and Rolls; Egg Bread and Rolls; Hard Roll Varieties; Soft Roll Varieties; Rye Bread Varieties; Cornmeal Bread; Whole Wheat Bread; Raisin Bread; Cheese Bread; Indigenous Breads of India; Middle Eastern Pita Bread.

Unit V

Cookies and Biscuits

Introduction; Preparation of Simple Cookies; Types of Cookies; Uses of Cookies; Common Faults in Cookie Preparation.



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- PRACTICAL**
- Bakery Layout
 - Equipment and Tools used in Bakery Operations
 - Hygiene Management in Bakery Operations
 - Bakery products preparation (Bread, Rolls, Biscuits, Cookies)

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

Reference books Philip E. Heinemann (2010) *Modern Cookery*. Publisher: Orient Thanga
m, Longman.

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

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

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	Internal – 50% External – 50%



Semester – II (Commi Chef)

Course Code/Type	Course Title	Credits
BVF 201/ GC	Communication Skills and Personality Development	4
BVF 202/ GC	Event Management	4
BVF 203/ GC	Food Safety and Hygiene	4

Job Role: COMMI 1		
Course Code	Course Title	Credits
BVF 204/ SC	Basics of Indian Cooking	4
BVF 205/SC	Essentials of Kitchen Management	4
BVF 206/SC	Food & Beverage Foundation -II	4
BVF207/SC	Advance Course in Bakery Management	4



B.Voc Food Production
LEVEL 5 (Commi Chef)

BVF 201/ LEVEL 5 **COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT**
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 Chhabra, Sandhya. (2012). *Personality Development and Communication Skills*.

books Sunindia

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

Evaluation Internal – 25%
External – 75 %



B.Voc Food Production

LEVEL 5 (Commi Chef)

BVF 202/ Level 5
4 Credits

EVENT MANAGEMENT
General Course (GC)

Description of the course

The course has been designed to impart basic knowledge of organizing, marketing, promotions and managing of events. This would help students to pursue their career in Event Management. Being related to the entertainment and hospitality industry this is a budding field. Creativity and operational knowledge taught in this curriculum will groom students for the changing landscape of hospitality industry.

Learning outcomes

Upon successful completion of this course students should be able to:

- Understand the different categories, need and objectives of Event Management
 - Learn the planning of events and creativity used in Event Management
 - Identify with program scripting with regard to Event Management
 - Apply the concept of Exhibition in Event Management
-

Unit I

Introduction to Meetings and Event Management

Definitions and Categories; Need of Event Management; Objectives of Event Management; Creativity and implications of Events.

Unit II

Event Planning

Arranging of the Chief Guest/ Celebrities; Sponsors; Backstage Management; Brand Management; Budget Management; Leadership For Events & Organizations

Unit III

Creativity and Media Management

Designing (Backdrop, Invitation Cards, Publicity Material, Mementos) - Event Decoration; Guests/Celebrities' Management; Preparation of Press Release; Marketing Communication; Media Research & Management; Photography/ Video coverage management.

Unit IV

Program Scripting

Public Relation; Electing a Location; Social and Business Etiquette; Speaking Skills; Stage decoration; Team Spirit; Time management.



Unit V

Concept of Exhibition

Space Planning; ITPO; Sporting Events; Tourism Events; Leisure Events.

Note: An Event such as Conference/ Seminar may be planned and organised to supplement learning of students.

Main text	A.K. Bhatia, "Event Management", Sterling Publishers Pvt. Ltd. Delhi
Reference books	<p>Anton Shone & Bryn Parry, 'Successful Event Management</p> <p>Coleman, Lee & Frankle, Powerhouse Conferences. Educational Institute of AHMA -</p> <p>Hoyle, Dorf & Jones, Meaning conventions & Group business. Educational institute of AH & MA.</p> <p>Joe Jeff Goldblatt, "Special Events: Best Practices in Modern Event Management (Hospitality, Travel & Tourism)", John Willy and Sons, New York</p> <p>Leonard H. Hoyle, Jr, 'Event Marketing', John Willy and Sons, New York</p> <p>Lynn Van Der Wagen, Carlos, Event Management, Pearson, New Delhi.</p> <p>Sanjay Singh Gaur, Sanjay V Saggere, Event Marketing Management, Vikas Publication, New Delhi</p> <p>John Beech, Sebastian Kaiser, Robert Kaspar - The Business of Events Management ;Pearson Publications</p>
Pedagogical approach	<p>Lectures, presentations, assignment, group activities and case study analysis etc.</p> <p>T-P-T : 3-0-1</p>
Evaluation	<p>Internal – 25%</p> <p>External – 75 %</p>



B.Voc Food Production

LEVEL 5 (Commi Chef)

BVF 203/Level 5

FOOD SAFETY AND HYGIENE

4 Credits

General Course (GC)

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 programme.

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*. Wiley Publishers

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 : 3-0-1

Evaluation Internal – 25%
External – 75 %



B.Voc Food Production

LEVEL 5 (Commi Chef)

BVF 204/ Level 5
4 Credits

BASICS OF INDIAN COOKING
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 influence 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, West 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 books Philip E. Thangam, Heinemann (2010) *Modern Cookery*. Orient Longman.
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
Internal – 50%
External – 50 %



B.Voc Food Production
LEVEL 5 (Commi Chef)

BVF 205/ Level 5
4 Credits

ESSENTIALS OF KITCHEN MANAGEMENT
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
Internal – 50%
External – 50 %

B.Voc Food Production LEVEL 5 (Commi Chef)



4 Credits

Skill Course (SC)

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></p> <p>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></p> <p><i>Preparation for service</i></p> <ol style="list-style-type: none"> a) Organising Mise-en-scene b) Organising Mise-en place <p><i>Type of food service</i></p> <ol 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></p> <p>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></p> <p>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></p> <p>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 Internal – 50%
External – 50 %

B.Voc Food Production

LEVEL 5 (Commi Chef)

BVF 207/ Level 5	ADVANCE COURSE IN BAKERY MANAGEMENT
4 Credits	Skill Course (SC)

Description of the course



The paper discusses the features and production method of various bakery products like cake pastries and chocolates. This course will also enable students to gain expertise in preparation of regional and festive desserts of India.

Learning outcomes

Upon the successful completion of this course the students will be able to know the basic ingredients and equipment used in bakery, the production method and types of Chocolates. The students can also process various bakery items like Breads, Rolls, Cakes, Pastries, Chocolates, Biscuit and cookies.

Unit I Icing

Introduction; Basic ingredients of Icing; Process of Making Icing; Types of Icings.

Unit II *Cake Making*

Introduction; Classical Cakes; Modern Trends in Cake; Types of Cakes and their Classification; Approach to Cake Decoration and Serving; Writing and Piping on Cakes; Cake Serving.

Unit III *Pastry Making*

Introduction; Classical Pastry; Modern Trends in Pastry; Types of Pastry and their Classification; Approach to Pastry Decoration and Serving; Pastry Serving.

Unit IV *Chocolate*

Introduction; History of Chocolate; Chocolate Production; Types of Chocolate; Melting Chocolate; Tempering of Chocolate and its Application; Cooling Chocolate; Uses of Chocolate; Tools and Equipment; Storage of Chocolate.

Unit V *Indian Confectionery*

Introduction; Preparation of famous Regional Desserts; Preparation of Festive Desserts.

PRACTICAL

- Bakery products preparation (Cakes and Pastries)
- Tempering of Chocolates
- Preparation of famous Regional Desserts ▪
Preparation of festive Desserts



Main text	Bali, Parvinder (2014). <i>Food Production Operations</i> .New Delhi: Oxford University Press.
Reference books	Philip E. Thangam, Heinemann(2010) <i>Modern Cookery</i> .Publisher: Orient Longman. K ,Arora(2008). <i>Theory of Cookery</i> .Publisher: Frank Brothers. Bali, Parvinder (2012). <i>International Cuisine & Food Production</i> . Oxford University Press.

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	Internal-50% External-50%



Semester – III (Chef De Partie)

Course Code/Type	Course Title	Credits
BVF 301/SC	Industrial Training	34



**B.Voc Food Production
LEVEL 6(Chef De Partie)**

BVF 301/ Level 6	INDUSTRIAL TRAINING
34 Credits	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 B.Voc 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 500 Marks comprises of the following components:

Training Report & Log Book Evaluation: 50 %

Presentation & Viva Voice: 50 %



Semester – IV (Chef De Partie)

Course Code/Type	Course Title	Credits
BVF 401/GC	Basics of Hotel Accountancy	4
BVF 402/GC	French For Hospitality	4
BVF 403/GC	Principles of Management	4
BVF 404/GC	Hospitality Sales and Marketing	4

Job Role: CHEF DE PARTIE		
Course Code	Course Title	Credits
BVF 405/SC	Larder Kitchen	4
BVF 406/SC	Food Production Management	4
BVF 407/SC	Food and Beverage Operations	4



**B.Voc Food Production
LEVEL 6 (Chef De Partie)**

BFP 401/LEVEL 6 BASICS OF HOTEL ACCOUNTING

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 successful completion of the course the learners shall 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, Generally Accepted Accounting Principles (GAAP).

Unit II *Recording of Transactions in Primary and Secondary Books*

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

Unit III *Final Accounts*

Introduction, meaning, objectives and characteristics of Final Accounts, adjustment entries before preparation of final accounts, closing entries. Trading account, profit and loss account and balance sheet, practical problems.

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	<i>Departmental Accounting</i> An introduction to departmental accounting; Allocation and apportionment of expenses ; Advantages of allocation ; Draw-backs of allocation ;Basis of allocation ; Practical problems
<i>Main text</i>	Maheshwari, S.N. and Maheshwari, S. K (2013). <i>An Introduction to Accountancy</i> . New Delhi: Vikas Publishing House.
<i>Reference books</i>	Sofat, Rajni and Hiro, Preeti(2014). <i>Basic Accounting</i> . Delhi: PHI Learning Pvt.Ltd. Monga,J.R and Ahuja Girish. <i>Financial Accounting</i> .Delhi: Mayoor Paper backs. Sharma,D.G. <i>Financial Accounting</i> .New Delhi: Taxmann Allied Services Pvt.Ltd.
Pedagogical approach	Two credits is 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-25% External-75%



**B.Voc Food Production
LEVEL 6 (Chef De Partie)**

BVF 402/ Level 6

FRENCH FOR HOSPITALITY

4 Credits

General Course (GC)

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, deals 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 1 Basic introduction to French, The alphabet, The accents, The salutations, subjective pronouns, Auxiliary verbs in French (être and avoir), days of the week, months of the year, Verb groups – the first, second and third group.

Unit II Cardinal numbers, Ordinal numbers, Time, Nouns, indefinite articles, definite articles, adjectives, basic conversation, Introducing oneself and others.

Unit III Countries and nationalities, negation, Irregular verbs – aller, venir and faire, possessive adjectives, demonstrative adjectives.

Unit IV Introduction to hospitality vocabulary – front and back areas of the hotel, hierarchy of hotel, beverages name, wine names, methods of preparing food, Menu terminology.

Unit V Dining area utensils name, filling in forms, taking simple orders in the restaurant/ bar/café and replying to room service orders, communicating over the phone – taking room bookings, Hierarchy of hotel.

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

Reference Books A. Talukdar (2010). Parlez à l' hôtel. Aman Publications
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 Internal –50%
External- 50 %



**B.Voc Food Production
LEVEL 6 (Chef De Partie)**

**BVF 403 /Level 6
4 Credits**

**PRINCIPLES OF MANAGEMENT
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 Weihrich Heinz. (2012). *Essentials of management: An International & 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 Lectures, Class Discussions and Practical Exposure, Audio visual aids.

approach T-P-T : 3-0-1

Evaluation Internal – 25%

External- 75 %



**B.Voc Food Production
LEVEL 6 (Chef De Partie)**

**BVF 404 / LEVEL 6
4 Credits**

**Hospitality Sales and Marketing
General Course (GC)**

Description of the course

The course aims at enhancing the ability of the students in Hospitality Sales and understanding the concept of Marketing. It highlights the role of hotel employees in the sales process & attributes required for hospitality sales personnel with the selling techniques adopted by the sales department of the hotel. Marketing is the core of Hospitality business. It is therefore important for a Hospitality manager to understand the concepts of marketing and refer to the same in managing, planning and controlling the hospitality business.

Learning outcomes

The course is designed to meet a variety of students' needs, including making a career in the Sales & Marketing division of a hospitality establishment. After completing this course, the learner would familiarize with the concepts of hospitality sales and marketing and would be able to apply the same. The students will be able to understand the details of the marketing plan and working of a sales office. The course also will develop the attributes of sales personnel for the hospitality industry.

Unit I *Introduction to Hospitality Sales and Marketing*

Hospitality Trends – Globalization, Consolidation, Product Segmentation, Expansion of Legalized Gambling, Distribution Methods, Computers, Media Planning, Environmental Awareness, Guest Preferences, Relationship Marketing. Marketing and Sales - Marketing vs./Sales.

Unit II *Marketing Concept*

Marketing Mix Management's Role in Marketing & Sales -The General Manager, The Director of marketing, The Director of Sales; The Importance of Sales - Sales a Career, The Challenges of Hospitality Sales. The 8 P's of Marketing; Evolution of markets – global and Indian tourist market.

Unit III *The Marketing Plan with reference to Hotel industry*

The Marketing Team; Steps in Marketing Plan; Conducting a Marketing Performance Audit; Selecting Target markets; Positioning the property / outlet

Determining Marketing Objectives; Developing and implementing Marketing action plans; Monitoring and evaluating the Marketing plan.

Unit IV *The Sales Office*

The Marketing and Sales Division; Organising and designing a Hotel sales office; Sales Area; Developing sales team – hiring, selection, management, evaluation; Compensating sales force – targets and achievements; The sales office



	communication system- Sales meeting, Sales Records, Filing System, Performance audit of head of the sales department, Computerized client information records, Sales reports and analysis.
Unit V	<i>Sales Personnel</i>
	Desirable and Qualifying Personality traits, Preparing for the Presentation Sales Call - Pre-presentation Planning, The Sales Kit, Projecting a Professional Image. Improving Sales Productivity - Time Management, Key Account Management.
Main text	<i>Sales & Marketing: A Textbook for the Hospitality Industry, Sudhir Andrews, Publisher: McGrawHill</i>
Reference books	<i>Marketing Management, Philip Kotler, Prentice –Hall of India, New Delhi</i> <i>Hospitality Sales: A Marketing Approach by Margaret Shaw and Susan, Publisher: Wiley</i> <i>Services Marketing- Zeital Valerie- A and Mary Jo Baiter Publisher: Mcgraw Hill Company</i>
Pedagogical approach	Lectures, presentations, assignment, group activities and case study analysis etc. T-P-T: 3-0-1
Evaluation	Internal – 25 % External– 75 %



**B.Voc Food Production
LEVEL 6 (Chef De Partie)**

BVF 405/ 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 books Philip E. Thangam, Heinemann (2010) *Modern Cookery*. Orient Longman.
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 Internal – 50%
External – 50 %



B.Voc Food Production
LEVEL 6 (Chef De Partie)

BVF 406/ 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 Organization; 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 books Philip E. Thangam, Heinemann(2010)*Modern Cookery*.Orient Longman.
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 Internal-50%
External-50%



B.Voc Food Production
LEVEL 6 (Chef De Partie)

BVF 407/ LEVEL 6

FOOD AND BEVERAGE OPERATIONS

4 Credits

Skill Course (SC)

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 : 2-2-0 (One Practical Credit is equal to Two hours)

Evaluation Internal - 50%
External - 50%



Semester – V (Sous Chef)

Course Code/Type	Course Title	Credits
BVF 501/GC	F&B Controls	4
BVF 502/GC	Culinary French	4
BVF 503/GC	Human Resource Management	4

Job Role: CHEF DE PARTIE		
Course Code	Course Title	Credits
BVF 504/SC	International Cuisines	4
BVF 505/SC	Kitchen Planning	4
BVF 506/SC	Food and Beverage Management	4
BVF 507/SC	Project Report	4



B.Voc Food Production
LEVEL 7 (Sous Chef)

BVF 501 / LEVEL 7

F&B CONTROLS

4 Credits

General Course (GC)

Description of the course

The course imparts the knowledge about the various parameters of Food & Beverage Controls. The course suggests 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.

Sales Control
Unit V

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.

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 : 3-0-1

Evaluation Internal – 25%
External – 75 %



B.Voc Food Production

Level 7 (Sous chef)

BVF 502/ Level 7

CULINARY FRENCH

4 Credits

General Course (GC)

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:

- Get familiar with kitchen terminology in French
 - Learn the terms associated with different methods and ingredients used in cooking
 - Learn about French Classical menu and terms associated with various dishes
 - Understand the importance of French in the hospitality industry
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Unit I Kitchen-related terminology – hand tools and equipment, cooking methods.
Talking about food – recipe, favorite dishes.

Unit II The organization of the French classical menu and preparation of sample menus
For different occasions, familiarization with kitchen brigade terms and terminology.

Unit III Classification of soups and descriptive terms. Classification of stocks and its uses. Name of vegetables and its cuts

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. French terms associated with pastries.



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

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

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

Bali, Parvinder (2012). International Cuisine & FP Management. Oxford Press

Pedagogical Lectures, Class Discussions and Practical Exposure, Audio visual aids.

approach T-P-T : 2-2-0 (One Practical Credit is equal to Two hours)

Evaluation Internal– 50%

External– 50%



**B.Voc Food Production
Level 7 (Sous chef)**

BVF 503/ Level 7

HUMAN RESOURCE MANAGEMENT

4 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 : 3-0-1

Evaluation Internal - 25%
External- 75%



**B.Voc Food Production
Level 7 (Sous chef)**

BVF 504/ Level 7

INTERNATIONAL CUISINES

Credits 4

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

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

Pedagogical Lectures, Class Discussion, Practical sessions, Videos.

approach T-P-T : 2-2-0 (One Practical Credit is equal to Two hours)

Evaluation Internal – 50%

External – 50 %



**B.Voc Food Production
Level 7 (Sous chef)**

BVF 505/Level 7 **KITCHEN PLANNING AND MANAGEMENT**

CREDITS 4 **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 (One Practical Credit is equal to Two hours)

Evaluation Internal – 50%
External – 50 %



**B.Voc Food Production
Level 7 (Sous chef)**

BVF 506/Level 7

FOOD AND BEVERAGE MANAGEMENT

CREDITS 4

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 : 2-2-0 (One Practical Credit is equal to Two hours)

Evaluation Internal –50%
External–50 %

B.Voc Food Production

Level 7 (Sous chef)

BVF 507 /LEVEL 7

PROJECT REPORT

4 Credits

SKILL COURSE (SC)

Description of the course

A Generic Course that is intended to inculcate an integrated personal Life Skill to the student.

Learning outcomes:

After successful completion of the course the student will be able to;



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- Understand the concept of Entrepreneurship, its applications and scope
 - Know various types of financial institutions that help the business at Central, State and Local Level
 - Understand Central and State Government policies, Aware of various tax incentives, concessions
 - Applies the knowledge for generating a broad idea for a starting an enterprise/start up
 - Understand the content for preparing a Business Project Report for a start-up and differentiate between financial, technical analysis and business feasibility.
-

Guidelines:

1. Understand the concept of Entrepreneurship.
 2. Make the project report on the basis of ideas in Entrepreneurship or Business – Sources of New Ideas – Techniques for Generating Ideas – Preparation of Project Report –Contents; Guidelines for Report preparation – Project Appraisal Techniques –Economic Analysis-Financial Analysis-Market Analysis.
 3. Learn about Institutions supporting and Taxation benefits for their projects: Central level Institutions, State Level Institutions, Government Policy for MSMEs - Tax Incentives and Concessions.
-

Academic Credits for Project Report shall be based on following:

A PowerPoint presentation (based on the report) should be made. This will be presented in front of a select panel from the institute and the industry. It should be made for duration of 10 minutes. Marks will be awarded on this. The Presentation should be on the business concept which the student has formulated.

The Report will be submitted in the form specified as under:

- a) The typing should be done on both sides of the paper (instead of single side printing)
 - b) The font size should be 12 with Times New Roman font.
 - c) The Training Report may be typed in 1.5 line spacing.
 - d) The paper should be A-4 size. e) Two copies meant for the purpose of evaluation may be bound in paper- and submitted to the approved authority.
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Students have to submit the following on completion of Project Report to the faculty coordinator at the institute:

1. Project Report
 2. PowerPoint presentation on a CD, based on the training report.
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Main text	<ul style="list-style-type: none"> ✓ Arya Kumar, Entrepreneurship, Pearson, Delhi ✓ Poornima MCH, Entrepreneurship Development –Small Business Enterprises, Pearson, Delhi
Reference books	<ul style="list-style-type: none"> ➤ Sangeetha Sharma, Entrepreneurship Development, PHI Learning ➤ Kanishka Bedi, Management and Entrepreneurship, Oxford University Press, Delhi ➤ Anil Kumar, S., ET.al., Entrepreneurship Development, New Age International Publishers, New Delhi ➤ Khanka, SS, Entrepreneurship Development, S. Chand, New Delhi ➤ Peter F. Drucker, Innovation and Entrepreneurship ➤ A.Sahay, M. S. Chhikara, New Vistas of Entrepreneurship: Challenges & Opportunities



➤ Dr B E V L Naidu, Entrepreneurship. Seven Hills Publishers

Pedagogical approach Lectures, Discussions and Case Studies

Evaluation Report– 50%
Presentation & Viva Voice – 50%

Semester – VI (Sous Chef)

Course Code/Type	Course Title	Credits
BVF 601/SC	On the Job Training	34



B.Voc Food Production
LEVEL 7(Sous Chef)

BVF 601/ Level 7

34 Credits

ON THE JOB 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 B.Voc 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 /Academicians nominated by the University from time to time. Evaluation of 500 Marks comprises of the following components:

Report & Log Book Evaluation: 50 %

Presentation & Viva Voice: 50 %