

FACULTY OF VOCATIONAL STUDIES

SYLLABUS

of

Bachelor of Vocation (Hospitality and Tourism)

Batch: 2024–27

(SEMESTER I-II)

(SEMESTER : III-VI WILL BE UPLOADED LATER ON)



Session: 2024-2025

The Heritage Institution
KANYA MAHA VIDYALAYA JALANDHAR
(Autonomous)

PROGRAMME SPECIFIC OUTCOMES FOR BACHELOR OF VOCATION (HOSPITALITY AND TOURISM)

Upon successful completion of this Programme, students will be able to:

PSO (1) - To develop holistic understanding about various fields of Hospitality and tourism including Food Production, Food and Beverage Service, Accommodation operations, Front office and Tourism

PSO (2) - To understand the fundamentals of Food Production, Kitchen hygiene and layout, duties and responsibility and various ingredients used in cooking

PSO (3) - To develop the understanding about catering establishment and its important, personal hygiene and grooming and various service methods

PSO (4) - To gain knowledge about different food and beverage services and information about different type of fuel and its use

PSO (5) - To develop deep understanding of accommodation and hotel front office, various type of hotel and its basis

PSO (6) – To develop understanding about basic methods of cooking and ingredients used in different cuisine

PSO (7) – Comprehend an overall understanding of the inter-componential relationships that exist between tourism, aviation and hospitality components of the global tourism industry.

PSO (8) - Demonstrate clear understanding and develop personality so as to become a responsible citizen with greater awareness and sensitivity about the Indian and global destinations.

PSO (9) - Develop clear understanding about the impacts of tourism, airline and hospitality industry in societal and environmental context and demonstrate the knowledge needed for sustainable development in general and sustainable tourism development in particular.

PSO (10) - Execute basic skills and aptitude useful in taking up any activity in tourism, aviation and hospitality industry. Implement knowledge, skill and attitude to set up tourism related establishments.

Kanya Maha Vidyalaya, Jalandhar (Autonomous)
SCHEME AND CURRICULUM OF EXAMINATIONS
OF
THREE YEAR DEGREE PROGRAMME
Bachelor of Vocation (Hospitality and Tourism)
(Session 2024-2025)
Credit Based Continuous Evaluation Grading System

Semester I									
Course Code	Course Type	Course Titles	Hours per week L-T-P	Credits L-T-P	Max Marks				Examination time (in Hours)
					Total I	Ext.		CA	
						L	P		
BVHL-1421 BVHL-1031 BVHL-1431	C	Punjabi Compulsory/ ¹ Basic Punjabi/ ² Punjab History and Culture	4-0-0	4-0-0	100	70	-	30	3
BVHL-1102	AEC	Communication Skills in English -I	3-0-2	3-0-1	100	50	20	30	3
BVHL-1663	S	Introduction to Tourism, Hospitality and Aviation Industry	2-0-0	2-0-0	50	35	-	15	3
BVHL-1664	S	Tourism Geography	4-0-0	4-0-0	100	70	-	30	3
BVHM-1665	S	Food Production-I	2-0-4	2-0-2	100	35	35	30	3+3
BVHM-1666	S	Food and Beverages Services – I	2-0-4	2-0-2	100	35	35	30	3+3
VACF-1491	VAC	*Foundation Course	2-0-0	2-0-0	50	35	-	15	1
Total				24	600				

Note: C – Compulsory, S – Skill Enhancement, AC-Audit Course

1. Special paper on lieu of Punjabi(Compulsory)
2. Special paper in lieu of Punjabi(Compulsory) for those students who are not domicile of Punjab

***Credits/Grade points or grades of these courses will not be included in SGPA/CGPA of the Semester/ Programme**

Kanya Maha Vidyalaya, Jalandhar (Autonomous)
SCHEME AND CURRICULUM OF EXAMINATIONS
OF
THREE YEAR DEGREE PROGRAMME
Bachelor of Vocation (Hospitality and Tourism)
(Session 2024-2025)
Credit Based Continuous Evaluation Grading System

Semester II									
Course Code	Course Type	Course Titles	Hours per week L-T-P	Credits L-T-P	Max Marks				Examination time (in Hours)
					Total	Ext.		CA	
						L	P		
BVHL-2421 BVHL-2031 BVHL-2431	C	Punjabi Compulsory/ Basic Punjabi/ Punjab History and Culture	4-0-0	4-0-0	100	70	-	30	3
BVHM - 2102	C	Communication Skills in English - II	2-0-4	2-0-2	100	50	20	30	3
BVHL-2663	S	Fundamentals of Management	4-0-0	4-0-0	100	70	-	30	3
BVHM–2664	S	Food Production-II	2-0-4	2-0-2	100	35	35	30	3+3
BVHM-2665	S	Food and Beverage Service – II	2-0-4	2-0-2	100	35	35	30	3+3
BVHM-2126	S	Applications of Computer in Hospitality and Tourism	1-0-2	1-0-1	50	20	15	15	3
VACD-2161	VAC	*Drug Abuse: Problem, Management and Prevention (Compulsory)	2-0-0	2-0-0	50	35	-	15	3
Total				24	600				

Note: C – Compulsory, S – Skill Enhancement, AC-Audit Course

1. Special paper on lieu of Punjabi(Compulsory)
2. Special paper in lieu of Punjabi(Compulsory) for those students who are not domicile of Punjab

***Credits/Grade points or grades of these courses will not be included in SGPA/CGPA of the Semester/ Programme**

**Bachelor of Vocation (Hospitality and Tourism) Semester I
(Session 2024-2025)**

**Course Title: Introduction to Tourism, Hospitality and Aviation Industry
Course Code: BVHL-1663**

Time: 3 Hours
L-T-P: 2-0-0

Maximum Marks: 50
Theory Marks: 35
CA-15

INSTRUCTIONS FOR THE PAPER SETTER:

- Eight questions of equal marks are to be set, two in each of the four sections (A-D). Questions of sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any section.

Course Outcomes (CO): Upon successful completion of the course, the students should be able to:

CO1: Analyse the key factors responsible for the growth and development of the hospitality and aviation industry.

CO2: Identify various career segments in the hospitality and aviation industry.

CO3: Summarise emerging and future trends of the hospitality and aviation industry.

CO4: State the organisation of the hospitality and aviation industry sectors.

Contents:

Unit-I

Tourism: Meaning and Scope, Introduction to the terms; Tourist, Travellers, Visitor, Transit Visitor and Excursionist.

Historical Dimensions of Tourism: Travel and Tourism through the Ages: Early Travels, Renaissance and Age of Grand Tours, Emergence of modern tourism, concept of “Paid holiday”.

Components and Elements: Introduction to Components and elements of Tourism, Intermediaries and Suppliers, Introduction to types and Forms of Tourism.

Unit-II

Hospitality industry: Hotels - Introduction and definition, brief about classification & categorization of Hotels. Emerging trends in Accommodation: Time-share, Condominium, Home Stays, Tree Huts, Houseboats, Capsule hotels etc. Major Hotel chains in India and Worldwide. Introduction to FHRAI, HRACC and other classification bodies.

Unit-III

Aviation Industry/Air Transportation Industry- Introduction, International Organizations, ICAO, IATA, Evolution of Hub & Spokes, Phonetic Alphabets, City, Airport and Carrier Codes of IATA, Facilities to the passengers, Procedure at airport: - policies- practices and rules.

Unit-IV

Value Chain: Relationship/Interdependence between Hospitality, Travel and Tourism industry, Travellers at rest, Home away from Home, Hospitality culture, Atithi devo Bhava, Expectations of the guest.

Text Books:

- IATA Manual on Diploma in Travel & Tourism Management
- ICAO Manuals.
- Air Travel: A Social History – Hudson, Kenneth.
- Tourism development – Principles and practices – AR Bhatia.
- Tourism in India – V.K. Goswami.
- Swain, S. K. and Mishra, K. (2017). Tourism Principles and Practices (3rd ed.). New Delhi, India: Oxford University Press.
- Roday, S., Biwal, A. and Joshi, V. (2015). Tourism Operations and Management (8th ed.). New Delhi, India: Oxford University Press.
- Passenger Charter by Ministry of Civil Aviation, Govt. of India.

Web links:

- https://epgp.inflibnet.ac.in/view_f.php?category=1850

**Bachelor of Vocation (Hospitality and Tourism) Semester I
(Session 2024-2025)**

**Course Title: Tourism Geography
(Theory)**

Course Code: BVHL-1664

Time: 3 Hours

L-T-P: 4-0-0

Maximum Marks: 100

Theory Marks: 70

CA-30

INSTRUCTIONS FOR THE PAPER SETTER:

- Eight questions of equal marks are to be set, two in each of the four sections (A-D). Questions of sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any section.

Course Outcomes (CO): Upon successful completion of the course, the students should be able to:

CO1: Create awareness about the various natural, architectural heritage, culture and handicrafts of India.

CO2: Describe the major tourist attractions and cultural destinations of India.

CO3: Conceptualize and prepare a tour itinerary based on a variety of themes.

CO4: Identify geographical locations of various tourist destinations.

Course Content:

Unit I

Introduction to Geography – Definition, scope and contents of geography of tourism – Physical Geography; Major landforms – Mountains, Plains, Plateaus; Natural regions of the World.

Unit II

Geographical determinants – diversities and disparities – typology and areas of linkages flow and orientation – Impact of weather and climate on tourism, seasonal rhythm; Geographical components and tourism development – Linkages; seasonality and destinations – seasons and climate seasonality in tourism.

Unit III

Tourism and Geography: Role of Geography in tourism map reading; Maps; Types of maps – Scale; Topo sheets; Signs and symbols; use of technology in geography.

Unit IV

Tourist Destination and attractions of major countries (in brief): Asia, Africa, Australia, Americas and Europe.

Suggested Readings

1. Burkhardt and Madik " Tourist Past and Present and Future" Butterworth Heinemann Several Editions
2. Gilbert Sigauxz "History of Tourism"
3. Herbert "Heritage Tourism and Society
4. Maisels "Early civilization of the old world"-Business Books communica1978
5. Nisbet "Social change and History "Oxford University press 1972
6. Roger Housden "Sacred Journeys in a modern World "-Simon and Schuster. New York 1979
7. T Walter Wallbank "Civilization past and Present"-Scott Foresman .London 1978

**Bachelor of Vocation (Hospitality and Tourism) Semester I
(Session 2024-2025)**

Course Title: Food Production-I

Course Code: BVHM-1665

Time: 3 Hours

L-T-P: 2-0-2

Maximum Marks: 100

Theory Marks: 35

Practical Marks: 35

CA-30

INSTRUCTIONS FOR THE PAPER SETTER:

- Eight questions of equal marks are to be set, two in each of the four sections (A-D). Questions of sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any section.

Course Outcomes (CO): Upon successful completion of the course, the students should be able to:

CO1: Explore the classical & modern brigade of the kitchen with their duties and responsibilities and learn the basics of facility planning.

CO2: Identify the aims, objectives of cooking and classify the vegetables and learn about making stocks and sauces.

CO3: Enhance the learning of uses of fuels and basics of the culinary industry including preparation of soups, salads, eggs etc.

CO4: Commodities used in the Catering Industry and Hygiene and cleaning.

Course Content:

Unit I

Introduction to Cookery and Bakery, Hierarchy and Layout of the kitchen Department:

Introduction, Levels of skills and experiences, Attitude and behaviour in the kitchen, Personal hygiene and food safety, contamination of food. History of cooking - Classical and modern kitchen brigade, Organisational structure of the kitchen, Cooperation with other departments, Duties and responsibilities of kitchen staff, Layout of kitchen (Main kitchen, Commissary, Garde Manger, Butchery and Bakery and confectionery). Basics of Bakery.

Unit II

Aims, Objectives and Methods of Cooking and Vegetable classification: Effects of cooking, Characteristics of Raw materials (Salt, Liquids, Sweetening, Fats and Oils, Raising Agents, Thickening Agents), Preparation of Ingredients, Texture, Cooking techniques methods of heat transfer, Basic methods of cooking, special methods of cooking foods (infrared cooking, microwave, réchauffé), cuts of vegetables, pigments and colour changes, effect of heat on vegetables, stocks, sauces.

Unit III

Equipment and Fuels used in kitchen & Kitchen Communication and Basics of Culinary Industry : Introduction, fuel used in the kitchen, Equipment used in the kitchen, parts of knife, commonly used equipment, largest equipment used and their operating procedures. Common Terminology used in kitchen, Techniques used in pre-preparation,

Techniques used in preparation, Forms and formats used in kitchen, Coordination of kitchen with other departments. Classification of Salads, Soups, Potato preparations.

Unit IV

Commodities used in the Catering Industry and Hygiene and cleaning- Basic understanding of the commodities (Composition, uses, types or varieties) shortenings (fats and oils) role, varieties, uses, fats and oils - types and varieties, raising agents- classification, role and actions, thickening agents - classification and role, Sugar - importance, types, cooking stages. Introduction, Cleaning and sanitising, Food hazards and contamination, prevention and causes, HACCP, FSSAI, Food laws and standard, FPO, PFA, AGMARK, BIS, GRAS, Recent concerns in food safety: New and Emerging Pathogens. Genetically modified food, transgenic and Organic foods. Newer approaches to food safety.

List of Experiments for Practicals:
Experiment 1: Equipment - Identification, Description, Uses & handling, Hygiene - Kitchen etiquettes, Practices & knife handling, Chopping boards uses and keeping, Safety and security in kitchen
Experiment 2: Cuts of Vegetables, Measurements (Quantitative and Qualitative)
Experiment 3: Methods of Cooking (including heat level differentiation on food) Vegetable preparations Boiled vegetables Glazed vegetables Fried vegetables Stewed vegetables.
Experiment 4: Stock making and types of stocks
Experiment 5: Mother sauces- Basic mother sauces, Béchamel, Espagnole, Veloute, Hollandaise, Mayonnaise, Tomato and classification of the sauces.
Experiment 6: Gravies and sauces difference and preparations.
Experiment 7: Simple salads, dressings and vinaigrettes.
Experiment 8: Soups and classification.
Experiment 9: Simple potato preparations- Baked potatoes, Mashed potatoes, French fries, Roasted potatoes, Boiled potatoes, Lyonnaise potatoes, Allumettes
Experiment 10: Basics of Bakery - Bread Making, types of bread, Bread Loaf (White and Brown) Bread Rolls (Various shapes) French Bread, Brioche
Experiment 11: Cookies, types and methods, Jeera cookies, Choc Chip cookies, Coconut cookies, Marble cookies, melting moments.
Experiment 12: Sponges - vanilla and chocolate genoise sponges.

Textbook:

- Parvinder S. Bali, (2014) *Food production operations*, 2nd edition Oxford University Press

Suggested Readings:

- Krishna Arora, (2013) *Theory of Cookery*, Frank Bros & Co.
- Foskett&Paskins, (2016) *Theory of hospitality & Catering*, 13TH edition (Hodder Education)

- Thangam E. Philip, (2014) *Modern Cookery* for Teaching and Trade Vol-1, (6th Edition), Orient Black Swan

Web Links:

<https://www.slideshare.net/Senthil13k/bsc-food-production-1st-year-notes>
https://www.tutorialspoint.com/food_production_operations/food_production_operations_tutorial.pdf
<https://www.bngkolkata.com/web/kitchen-organization-structure/>
<https://www.slideshare.net/HarshalKamble3/fuels-used-in-kitchen>

Bachelor of Vocation (Hospitality and Tourism)
Semester I (Session 2024-2025)
Course Title: Food and Beverages Services – I
Course Code: BVHM-1666

Time: 3 Hours
L-T-P: 2-0-2

Maximum Marks: 100
Theory Marks: 35
Practical Marks: 35
CA-30

INSTRUCTIONS FOR THE PAPER SETTER:

- Eight questions of equal marks are to be set, two in each of the four sections (A-D). Questions of sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any section.

Course Outcomes (CO): Upon successful completion of the course, the students should be able to:

CO1: Expand their knowledge about food and beverage service.

CO2: Organisational hierarchy, terms related to F&B.

CO3: Identify the different types of outlets and ancillary departments.

CO4: To understand the classification of non alcoholic beverages.

Course Content:

Unit I

Food Service Industry: Introduction to Food Service Industry, History, and Sectors of Food service Industry, Types of Restaurants and their characteristics, Personal Hygiene, Uniform & Grooming Standards, Career Opportunities, organising F&B department of hotel, classification of commercial, residential/non residential, welfare catering, structure of catering industry.

Unit II

Departmental Organization & Staffing: Organization of F&B department of hotel, Principal staff of various types of F&B operations, French terms related to F&B staff and operations, Duties & responsibilities of F&B staff, Inter departmental relationships, attributes of waiter. French terms associated from above.

Unit III

Food Service Areas and Equipment: Specialty Restaurants, Coffee Shop, Banquets, cafeteria, fast food, grill room, bar, vending machines and discotheque. Furniture, Classification of - Linen, Glassware, Tableware, Special and Miscellaneous Equipment and their Usage, Care & Maintenance, Side Station and its importance. Ancillary departments - pantry, food pick up areas, stores and kitchen stewarding.

Unit IV

Non- Alcoholic Beverages-

Classification (Nourishing, Stimulating and refreshing beverages), Tea- origin and manufacture, types and brands, Coffee- origin, Juices and soft drinks , Cocoa and malted Beverages - origin and manufacture.

List of Experiments for Practicals:
Experiment 1 - Cleaning / polishing of EPNS items by: - Plate Powder method - Polivit method - Silver Dip method - Burnishing Machine
Experiment 2 - Food Service areas – Induction & Profile of the areas, Ancillary F&B Service areas – Induction & Profile of the areas.
Experiment 3 - Familiarisation of F&B Service equipment
Experiment 4 - Care & Maintenance of F&B Service equipment
Experiment 5 - Holding Service Spoon & Fork, Carrying a Tray / Salver
Experiment 6 - Laying a Table Cloth Task, Changing a Table Cloth during service
Experiment 7 - Placing meal plates & Clearing soiled plates, Stocking Sideboard, Service of Water, Using Service Plate & Crumbing Down
Experiment 8 - Napkin Folding, Cleaning & polishing glassware
Experiment 9 - Service of Tea
Experiment 10 - Service of Coffee
Experiment 11- Laying a cover and types
Experiment 12- Proper table setting with Indian cover

Textbook:

- R. Singaravelavan (2016), Food and Beverage Service, (2nd Edition), Oxford University Press
- Dr. Jay Prakash Kant (2019), Restaurant Service Basics, Aman Publications.

Suggested Readings:

- Sudhir Andrews (2013), Food & Beverage Service Training Manual, (3rd Edition), Tata McGraw Hill.
- John Cousins, Dennis Lillicrap, Suzanne Weekes (2014), Food and Beverage Service, (9th Edition), Hodder

Web Links:

- <https://www.slideshare.net/SunilKumar148/food-beverage-service-basic-notes>
- https://www.tutorialspoint.com/food_and_beverage_services/food_and_beverage_services_tutorial.pdf
- <https://setupmyhotel.com/...hotels/food-and-beverage.../493-f-and-b-organization.htm...>

Kanya Maha Vidyalaya, Jalandhar (Autonomous)
SCHEME AND CURRICULUM OF EXAMINATIONS
OF
THREE YEAR DEGREE PROGRAMME
Bachelor of Vocation (Hospitality and Tourism)
(Session 2024-2025)
Credit Based Continuous Evaluation Grading System

Semester II									
Course Code	Course Type	Course Titles	Hours per week L-T-P	Credits L-T-P	Max Marks				Examination time (in Hours)
					Total	Ext.		CA	
						L	P		
BVHL-2421 BVHL-2031 BVHL-2431	C	Punjabi Compulsory/ Basic Punjabi/ Punjab History and Culture	4-0-0	4-0-0	100	80	-	20	3
BVHL-2102	C	Communication Skills in English	2-0-4	2-0-2	100	50	30	20	3
BVHL-2663	S	Fundamentals of Management	4-0-0	4-0-0	100	80	-	20	3
BVHM-2664	S	Food Production-II	2-0-4	2-0-2	100	40	40	20	3+3
BVHM-2665	S	Food and Beverages Services – II	2-0-4	2-0-2	100	40	40	20	3+3
BVHM-2126	S	Applications of Computer in Hospitality and Tourism	1-0-2	1-0-1	50	20	20	10	3
VACD-2161	AC	*Drug Abuse: Problem, Management and Prevention (Compulsory)	2-0-0	2-0-0	50	40	-	10	3
Total				24	600				

Note: C – Compulsory, S – Skill Enhancement, AC-Audit Course

1. Special paper on lieu of Punjabi(Compulsory)
2. Special paper in lieu of Punjabi(Compulsory) for those students who are not domicile of Punjab

***Credits/Grade points or grades of these courses will not be included in SGPA/CGPA of the Semester/ Programme**

Bachelor of Vocation (Hospitality and Tourism)
Semester II (Session 2024-2025)
Course Title: Fundamentals of Management
Course Code: BVHL-2663

Time: 3 Hours
L-T-P: 4-0-0

Maximum Marks: 100
Theory Marks: 70
CA-30

INSTRUCTIONS FOR THE PAPER SETTER:

- Eight questions of equal marks are to be set, two in each of the four sections (A-D). Questions of sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any section.

Course Outcomes (CO): Upon successful completion of the course, the students should be able to:

CO1: Practise the process of management's four functions" planning, organising, leading and controlling.

CO2: They will be able to bring effectiveness in an organisation by making different plans and strategies.

CO3: Evaluate leadership styles to anticipate the consequences of each leadership style.

CO4: Gather and analyse both qualitative and quantitative information to isolate issues and formulate best control methods.

Contents:

UNIT – I

Nature of Management: Meaning & Definition, Characteristics, Importance, And Management: A Science or Art, Principles & Levels of Management, Management Functions & Development of Management

Unit II

Planning & Organizing: Meaning, Definitions, features, Types of Plans & Planning Force, Importance of planning, Decision Making process, Concept, Rationality in decision making, Forecasting and its importance, Delegation of Authority its meaning and importance, Coordination – Definition need and importance.

Unit III

Staffing & Directing: Meaning, Recruitment its sources & Selection its STEPS, Training Need and Methods, Directing: Meaning elements and importance.

Unit IV

Leadership & Managerial Control: Leadership: Meaning, definitions, importance and qualities.

Controlling – Meaning, definition, importance and Process.

Books/ References

- Harold Koontz and Heinz Weihrich, Essentials of Management: An International and Leadership Perspective, McGraw Hill Education
- Stephen P Robbins and Madhushree Nanda Agrawal, Fundamentals of Management: Essential Concepts and Applications, Pearson Education
- George Terry, Principles of Management, Richard D. Irwin
- Newman, Summer, and Gilbert, Management, PHI
- James H. Donnelly, Fundamentals of Management, Pearson Education.
- B.P. Singh and A.K.Singh, Essentials of Management, Excel Books
- Griffin, Management Principles and Application, Cengage Learning
- Robert Kreitner, Management Theory and Application, Cengage Learning
- TN Chhabra, Management Concepts and Practice, DhanpatRai& Co. (Pvt. Ltd.), New Delhi
- Peter F Drucker, Practice of Management, Mercury Books, London

Bachelor of Vocation (Hospitality and Tourism)
Semester II (Session 2024-2025)
Course Title: Food Production-II
Course Code: BVHM-2664

Time: 3 Hours
L-T-P: 2-0-2

Maximum Marks: 100
Theory Marks: 35
Practical Marks: 35
CA-30

INSTRUCTIONS FOR THE PAPER SETTER:

- Eight questions of equal marks are to be set, two in each of the four sections (A-D). Questions of sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any section.

Course Outcomes (CO): Upon successful completion of the course, the students should be able to:

- CO1: Learn about egg cookery, cereals and pulses.
- CO2: Identify different cuts of meat and learn about fish cookery.
- CO3: Learn about the Pastry and simple ingredients of bakery.
- CO4: Understand the importance of milk and Commodities.

Course Content:

Unit I

Egg Cookery and Rice, Cereals and Pulses: Structure of egg, types, uses, storage, checking of good egg vs stale and preparations of variety of egg dishes Boiled (Soft & Hard) Fried (Sunny side up, Single fried, Bull's Eye, Double fried) Poached egg Scrambled Omelette (Plain, Stuffed, Spanish), Scotch eggs, Scrambled egg. Introduction to rice, cereals and Pulses, Classification and identification, Cooking of rice, cereals and pulses, Varieties of rice and other cereals.

Unit II

Meat & Fish Cookery: Introduction to meat cookery, Slaughtering techniques and procedures, Cuts of beef/veal, Cuts of lamb/mutton, Cuts of pork, Variety meats (offals) Poultry (With menu examples of each), Introduction to fish cookery, Classification of fish with examples Cuts of fish with menu examples, Selection of fish and shellfish, Cooking of fish (effects of heat).

Unit III

Pastry- Shortcrust, Laminated, Choux, Hot water/Rough puff Recipes and methods of preparation Differences Uses of each pastry Care to be taken while preparing pastry Role of each ingredient Temperature of baking pastry ii) Flour Structure of wheat, Types of Wheat, Types of Flour, Processing of Wheat – Flour, Uses of Flour in Food Production, Cooking of Flour (Starch), **SIMPLE BREADS**, Principles of bread making, Simple yeast breads, Role of each ingredient in bread making, Baking temperature and its importance.

Unit IV

Dairy Commodities: Milk Introduction, Processing of Milk, types of milk, Nutritive value/composition, Pasteurization, Homogenization, Types of Milk – Skimmed, Powdered, Flavoured and Condensed, Nutritive Value Cream: - Introduction, Processing of Cream,

Types of Cream ,Cheese- Introduction, Processing of Cheese, Types of Cheese, Classification of Cheese, Curing of Cheese, Uses of Cheese Butter- Introduction, Processing of Butter, Types of Butter.

List of Experiments:
Experiment 1: Preparation of egg dishes: Boiled (Soft, Semi hard & Hard), Sunny side up, Single fried, Bull's Eye
Experiment 2: Poached egg, Scrambled Omelette (Plain, Stuffed, Spanish), Scotch eggs, Scrambled egg.
Experiment 3 : Chicken and cuts of chicken, identification and Carcass demonstration
Experiment 4: Identification of cuts of lamb and mutton.
Experiment 5: Fish and cuts of fish and preparations of dishes
Experiment 6: Preparation of Shortcrust pastry and dishes like tarts and pies.
Experiment 7: Preparation of phyllo pastry and dishes like baklava
Experiment 8: Preparation of Choux pastry and dishes like churros
Experiment 9: Preparation of Puff pastry
Experiment 10: Preparation of bread - milk
Experiment 11: Preparation of bread - brown
Experiment 12: Preparation of Cheeses - Mozzarella, Cream cheese, Burrata.

Textbook:

- 1 Parvinder S. Bali (2014), Food production operations 2nd edition, Oxford University press

Suggested Readings:

- Krishna Arora, (2013) Theory of Cookery, Frank Bros & Co.
- David Foskett and Patricia Paskins (2011), Theory of hospitality & Catering, ELBS Hodder Education
- Thangam E. Philip, (2014) Modern Cookery for Teaching and Trade Vol-2, (6th Edition), Orient Black Swan

Web Links:

1. https://www.bcit.cc/site/handlers/filedownload.ashx?moduleinstanceid=8388&dataid=29491&FileName=soups_and_Sauces_Chapter_20.pdf
2. <http://www.kerryabetutors.ie/wp-content/uploads/9.-Stocks-Soups-and-Sauces.pdf>
3. <http://web.uvic.ca/~ccgarden/wp-content/uploads/2015/10/Soups-Stocks-Stews.pdf>
4. https://www.bcit.cc/site/handlers/filedownload.ashx?moduleinstanceid=8388&dataid=29491&FileName=soups_and_Sauces_Chapter_20.pdf

Bachelor of Vocation (Hospitality and Tourism)
Semester II (Session 2024-2025)
Course Title: Food and Beverages Services – II
Course Code: BVHM-2665

Time: 3 Hours
L-T-P: 2-0-2

Maximum Marks: 100
Theory Marks: 35
Practical Marks: 35
CA-30

INSTRUCTIONS FOR THE PAPER SETTER:

- Eight questions of equal marks are to be set, two in each of the four sections (A-D). Questions of sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any section.

Course Outcomes (CO): Upon successful completion of the course, the students should be able to:

CO1: Learn about the menu and its types.

CO2: Identify types of food service.

CO3: Deliver perfect service to guests.

CO4: Receive guests and take orders in the restaurants and cost controls.

Course Content:

Unit I

Menu Planning and types of menu, Preparing the Restaurant–Before and After the Service: Origin of Menu, Objectives of Menu Planning, Types of Menu, Courses of French Classical Menu Sequence Examples from each course ,Cover of each course Accompaniments, French Names of dishes.

Unit II

Types of Meals: Early Morning Tea, Breakfast (English, American Continental, Indian), Brunch, Lunch, Afternoon/High Tea, Dinner, Supper. Mise-en-place, Mise-en-Scene, Restaurant, Types of Covers, Points to be observed while laying the cover, Physical inventory, Service Procedure: Rules to be Observed While Waiting at the Table, Service Procedure for A 'la carte menu, Table d'hôte menu, Different Breakfasts (Indian, English, American and Continental) Lunch or Dinner, Menu, Menu and Covers for various types of Breakfast.

Unit III

TYPES OF FOOD SERVICE- Silver service, Pre-plated service, Cafeteria service, Room service, Buffet service, Gueridon service, Lounge service **SALE CONTROL SYSTEM,** KOT/Bill Control System (Manual) Triplicate Checking System Duplicate Checking System Single Order Sheet Quick Service Menu & Customer Bill, Making bill ,Cash handling equipment, Record keeping (Restaurant Cashier), **Service** - Silver service,

Pre-plated service, Cafeteria service, Room service, Buffet service, Gueridon service ,Lounge service

Unit IV

Order Taking and Billing Methods: Introduction, Methods of taking food order, K.O.T, Different types of K.O.T, Computerised billing system. Different types of billing. Different modes of payment.

List of Experiments:
Experiment 1 - Laying of a la carte cover and table d' hote.
Experiment 2 - English and American Breakfast Cover.
Experiment 3 - Continental Breakfast Cover Task and Indian Breakfast Cover.
Experiment 4 - Afternoon Tea Cover Task and High Tea Cover.
Experiment 5 - Organizing Mise-en-scene.
Experiment 6 - Organizing Mise-en-Place.
Experiment 7 - Opening, Operating & Closing duties, setup of restaurant.
Experiment 8 - Taking Guest Reservations, Receiving & Seating of Guests, Order taking & Recording.
Experiment 9 - Sequence of service and Presentation & Encashing the Bill.
Experiment 10 - Presenting & collecting Guest comment cards and Seeing off the Guests.
Experiment 11- Handling Guest Complaints, Telephone manners, Dining & Service etiquettes.
Experiment 12 - Run through the entire service in the restaurant.

Textbook:

- Singaravelavan R, Food and Beverage Service, 2nd Edition 2016, Oxford University Press

Suggested Readings:

- Sudhir Andrews, Food & Beverage Service Training Manual, 3rd Edition 2017, Tata McGraw Hill.
- John Cousins, Dennis Lillicrap, Suzanne Weekes, Food and Beverage Service, 9th Edition, Hodder Education.

Web Links:

- https://www.jetro.go.jp/ext_images/en/reports/survey/pdf/2015_03_biz4.pdf
- https://www.ggra.org/wp-content/uploads/2014/11/pre_opening_checklist.pdf
- <https://www.worldskills.org> › ... › Skills Explained › Social and Personal Services
- <https://www.hospitality-school.com/how-to-take-food-order-in-restaurant-sop>

Bachelor of Vocation (Hospitality and Tourism)
Semester-II (Session 2024-2025)
Course Title: Applications of Computer in Hospitality and Tourism
(Theory + Practical)
Course Code: BVHM-2126

Time: 3 Hours
L-T-P: 1-0-1

Maximum Marks: 50
Theory Marks: 20
Practical Marks: 15
CA-15

INSTRUCTIONS FOR THE PAPER SETTER:

- Eight questions of equal marks are to be set, two in each of the four sections (A-D). Questions of sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any section.

Course Outcomes (CO): Upon successful completion of the course, the students should be able to:

CO1: Manage files by using tools such as archiving, storage folders and message rules.

CO2: Create a word document and excel workbook and navigate your way around the basic applications.

CO3: Create and present a basic PowerPoint presentation complete with headings, bullet points and pictures.

CO4: Recognize basic application of computers in the tourism field.

Contents:

UNIT – I

Introduction to Computers: Introduction to Computer: Classification, Generations, Organization, Capabilities Characteristics & Limitations, Application of Computer in Hotels, Familiarisation with Components of Computers – Hardware: Hardware elements – input, storage, processing & output devices. Block diagram of computer,

Unit II

Introduction to Computers Software: Types of Software, System Software, Application Software, Utility Software's, Use of MS- Office: Basics of MS- Word. MS- Excel and MS-PowerPoint.

Unit III

Internet & Applications: Introduction to Internet: Definition of networks, concepts of web page, website and web searching (browsing). Benefits, Application, Working, Hardware and Software requirements, World Wide Web, Web Browser, URL, Search Engines, Email

Unit IV

Social Media Applications and Hospitality: Introduction to Social Media, Its Role in Hospitality Promotion, Facebook – Creating Pages and Profiles, Merits/Demerits of Social Media, Linked In, Twitter and Other Social Media Applications.

List of Experiments:

WINDOWS OPERATIONS
Creating Folders, Creating Shortcuts, Copying Files/Folders, Renaming Files/Folders, Deleting Files, Exploring Windows, Quick Menus
MS-OFFICE (WORD)
CREATING A DOCUMENT, Entering Text, Saving the Document, Editing a Document already saved to Disk, Getting around the Document, Find and Replace Operations, Printing the Document
SPECIAL EFFECTS
Print Special Effects e.g. Bold, Underline, Superscripts, Subscript, Changing Fonts, Changing Case
CUT, COPY AND PASTE OPERATION
Marking Blocks, Copying and Pasting a Block, Cutting and Pasting a Block, Deleting a Block, Formatting a Block, Using Find and Replace in a Block.
USING MS-WORD TOOLS
Spelling and Grammar, Printing Envelopes and Labels, TABLES>Create, Delete, Format
PRINT OPTIONS Previewing the Document, Printing a whole Document, Printing a Specific Page, Printing a selected set, Printing Several Documents, Printing More than one Copy.
MS-OFFICE (EXCEL)
How to use Excel, Starting Excel, Parts of the Excel Screen, parts of the Worksheet, Navigating in a Worksheet, and Getting to know mouse pointer shapes.
MS-POWERPOINT Making a simple presentation, Using Auto content Wizards and Templates, Slides-Creating Slides, Re-arranging, modifying, Inserting pictures, objects, setting up a Slide Show.

References:

Text Books

- Alexis Leon & Mathews Leon, Vikas Introduction to Computers - Leon, 1/e Publishing.

Suggested Books

- Pradeep K. Sinha, PritiSinha Computer Fundamentals (Sixth Edition), , Published by BPB Publications, 2007
- Sanjay Saxena, introduction to Computers & MS Office, Vikas Publishing.
- Pradeep K. Sinha, PritiSinha Computer Fundamentals (Sixth Edition), , Published by BPB Publications, 2007
- Leon & Lion, Introduction to Computers, Vikas Publishing House, New Delhi
- June Jamrich Parsons, Computer Concepts 7th Edition, Thomson Learning, Bombay.
- White, Date Communications & Compute4r Network, Thomson Learning, Bombay.

- Computers in Hotels – Concepts & Applications : Partho P Seal Oxford University Press
- Gini Courter & Annette Marquis Ms-Office 2007 by BPB Publications

Web Links:

- [https:// entrancegeek.com/five-generation-of-computer/](https://entrancegeek.com/five-generation-of-computer/)
- <https://products.office.com/en-in/powerpoint>
- [https:// www.businessdictionary.com/definition/internet.html](https://www.businessdictionary.com/definition/internet.html)