

Bachelor of Vocation (B. Voc.) in Culinary Management

Year of Implementation: Academic Year 2020-21

Date of Approval by Academic Council:

Overview and Structure

About the Programme

The B. Voc. (Culinary Management) programme aims to create trained manpower with the requisite practical skills and capabilities for various well-defined job roles and mold young students into competent and highly productive professionals.

The skill-based courses adopted from Sector Skill Council are suitably complemented by well-thought out courses in general education to provide additional knowledge relevant to the skill. In addition to professional development the courses offered also aim at inculcating values and attitudes conducive to good citizenship. The outcome is a unique programme that offers students, a flexible new-age avenue for higher education, confidence & employable skill sets for better career & livelihood.

Programme Aim

The aim of the Programme is to develop skilled professionals in the area of Culinary, aligned to the present needs of the industry.

Programme Objectives:

As per revised OA23.1.1

Programme Specific Objectives:

- (i) To provide judicious mix of knowledge and skills in the areas of Culinary Management and related General Education.
- (ii) To provide flexibility to the students by means of pre-defined entry and multiple exit points.
- (iii) To provide industry oriented education in culinary field that prepares individual to transition into a broad range of career options at each exit point, including continually upgrading professional skills.

- (iv) To ensure that students obtain adequate knowledge, skills and competencies, who after successfully completing courses of
- a. Certificate in Culinary Management are industry ready to be employable as Commi III Chef.
 - b. Diploma in Culinary Management is industry ready to be employable as Commi I with requisite work experience.
 - c. Advanced - Diploma in Culinary Management are industry ready to be employable as Chef de Partie with requisite work experience.
 - d. B. Voc. Degree in Culinary Management are ready for transition into broad range of options: industry (Sous Chef role with requisite work experience), pursue their own dreams of being an entrepreneur or take up academic position in professional education.
- (v) To provide foundation to graduates to pursue professional careers and take up higher learning courses/programmes.

Duration and NSQF level of the Programme: As per revised OA23.1.3 the duration of the Programme shall be as given in the table below

Nomenclature	Duration	NSQF Level
Certificate	One Semester	Level 4
Diploma	Two Semesters	Level 5
Advanced Diploma	Four Semesters	Level 6
B. Voc Degree	Six Semesters	Level 7

Intake Capacity: 20

Intake: Twice a year in July & January

Eligibility: As per revised OA23.1.4

Admission and Fee Criteria: As per revised OA23.1.5

Programme Structure: As per revised OA23.2

Scheme of Examination: As per revised OA 23.3

Verification and Revaluation: As per revised OA-23.4

Award of Certificate, Diploma, Advanced Diploma and B.Voc. Degree: As per revised OA-23.5
Certificate in Culinary Management - Commis Chef (Semester I)

After successfully completing the courses of Semester-I, the students are expected to acquire the skills to be employable as **Commis Chef**.

NSQF Level / Semester	Course Code	Course Title	Course Credits		Marks
Level 4 / Semester I	General Education				
	CMG101	Basic Communication in English	Theory	4	100
	CMG102	Introduction to Hospitality and Tourism	Theory	4	100
	CMG103	Computer Basics	Theory	2	50
	CMG104	Computer Basics Lab	Practical	2	50
	Skill Development Qualification Pack & On-Job-Training (OJT) - I				
	CMS101	Commis Chef (THC/Q0406)	Theory	18	500
Practical & OJT					
Semester Total			30	800	

Diploma in Culinary Management – Commi I (Semester II)

After successfully completing the courses of Semester-II, the students are expected to acquire the skills to be employable as **Commi I**.

NSQF Level / Semester	Course Code	Course Title	Course Credits		Marks
Level 5 / Semester II	General Education				
	CMG201	Soft Skills I	Theory	4	100
	CMG202	Food & Nutrition	Theory	4	100
	CMG203	Hygiene & Sanitation	Theory	4	100
	Skill Development Qualification Pack & On-Job-Training (OJT) -II				
	CMS201	Commi I (THC/Q0405)	Theory	18	500
Practical & OJT					
Semester Total			30	800	

Advanced Diploma in Culinary Management – Chef de Partie (Semester III)

NSQF Level / Semester	Course Code	Course Title	Course Credits		Marks
Level 6 / Semester-III	General Education				
	CMG301	Soft Skills II	Theory	4	100
	CMG302	Food Production Theory	Theory	2	50
	CMG303	Food & Beverage Management	Theory	2	50
	CMG304	Bakery & Pastry Theory	Theory	2	50
	CMG305	Bakery & Pastry Practical	Practical	2	50
	Skill Development Qualification Pack				
	CMS301	Chef de Partie (THC/Q0404)	Theory	18	550
Practical					
Semester Total			30	850	

Advanced Diploma in Culinary Management – Chef de Partie (Semester IV)

After successfully completing the courses of Semester-IV, the students are expected to acquire the skills to be employable as **Chef de Partie**.

NSQF Level / Semester	Course Code	Course Title	Course Credits		Marks
Level 6 / Semester-IV	General Education				
	CMG401	Fundamentals of Accounting	Theory	4	100
	CMG402	Facility Planning	Theory	4	100
	CMG403	Human Resource Management	Theory	4	100
	Skill Development On-Job-Training (OJT) - III				
	CMS401	Chef de Partie (THC/Q0404)	Internship Training & Project Report	18	450
Total			30	750	

B. Voc. Degree in Culinary Management – Sous Chef (Semester V)

NSQF Level / Semester	Course Code	Course Title	Course Credits		Marks
Level 7 / Semester- V	General Education				
	CMG501	Soft Skills III	Theory	4	100
	CMG502	Community Service	Theory	2	50
	CMG503	Hospitality Management	Theory	4	100
	CMG504	Specialty Cuisine - Electives	Theory	2	50
	Skill Development Qualification Pack (Any One)				
	CMS501	Sous Chef - (THC/Q0403)	Theory	18	600
Practical					
Total			30	900	

B. Voc. Degree in Culinary Management – Sous Chef (Semester VI)

After successfully completing the courses of Semester-VI, the students are expected to acquire the skills to be employable as **Sous Chef**

NSQF Level / Semester	Course Code	Course Title	Course Credits		Marks
Level 7 / Semester- VI	General Education				
	CMG601	Entrepreneurship Development	Theory	4	100
	CMG602	Event Management	Theory	4	100
	CMG603	Hospitality Marketing	Theory	4	100
	Skill Development On-Job-Training (OJT) - IV				
	CMS601	Sous Chef - (THC/Q0403)	Internship Training & Project Report	18	450
Total			30	750	

B. Voc. in Culinary Management Syllabus (Semester – I)

Course Title: Basic Communication in English

Course Code: CMG101

Marks: 100

Type: General Theory

Credits: 04

Hours: 60

Prerequisite Courses: None

Course objectives:

To enable the students to:

- Understand the basic structures of the English language.
- Express themselves in various everyday settings.
- Acquire basic conversational skills.
- Learn the techniques of effective public speaking along with various verbal and non-verbal aspects of oral communication.
- Organize a speech and use of open-ended and closed-ended questions.

Learning Outcome:

After completion of the course, students will develop:

- Confidence in speaking in English with emphasis on correct grammar.
- Fluency to read and understand written English.
- Basic conversational skills.
- Techniques of effective public speaking along with various verbal and non-verbal aspects of oral communication, including how to organize a speech.
- Use of open-ended and closed-ended questions.

Syllabus

Unit I: Basic English

1.		08 Hours
	Introduction to basic grammar, spelling and punctuation, introduction to basic verb tenses. Conversational English, everyday vocabulary. Conversation practice with peers.	
2.		08 Hours
	How do I Spend My Day? Practically planning a day, sharing and interactive workshop with peers. Speaking at the workplace, being polite and use of jargon. Identifying common objects, objects around the classroom. Practice.	
3.		08 Hours
	Introduction to written English, fundamentals of writing, journaling techniques, practice. Comprehension and Essays: introduction to essay writing, practice in essay writing and comprehension.	
4.		06 Hours
	Developing the reading habit, pre-reading strategies, practice.	

Unit II: Oral Communication

1.		09 Hours
	Definition, character and range of oral communication, principles of effective oral communication, verbal and non-verbal communications, culture and non-verbal clues, types of non-verbal kinesthetic. Visual communication.	
2.		09 Hours
	Techniques of effective public speaking, speech structure, delivery. Art of listening, types of listening, practicing focused listening, barriers to listening, benefits of effective listening. Attentiveness and receptivity.	
3.		12 Hours
	Stage presence and preparation; Working with props; Basic improvisation skills; Vocal Techniques; Use of stage; Overcoming nervousness. Organize a speech and use of open-ended and closed-ended questions. Telephone etiquette, mastering voice inflection, controlling voice tone. Practice.	

Suggested Reading (Latest available edition):

1. Reddy, N. S. - A Practical Approach To Spoken English & Grammar Made Simple. Neo Publishing House, Nottingham.
2. Murphy. R - Essential English Grammar with Answers. Cambridge University Press.
3. Azar, Betty S. - Fundamentals of English Grammar Workbook. Pearson Education, London.
4. Adair. J - Effective Communication. Pan Macmillan Ltd, London.
5. Bonet. D - The Business of Listening. Viva Books, New Delhi.
6. Collins. P - Speak with Power and Confidence. Sterling Publications, New York.

Course Title: Introduction to Hospitality & Tourism
Course Code: CMG102
Marks: 100

Type: General Theory
Credits: 04
Hours: 60

Prerequisite Courses: None

Course objectives:

To enable the student to

- Outline the structure and background of the hospitality & tourism sector.
- Have insightful knowledge of Hotel & Tourism functions & support services.

Learning Outcomes:

On completion of the course the student will be able to

- Understand the nature of Hospitality & Tourism Industry.
- Identify the structure of the Hotel & Tourism Industry & understand their functions.

Syllabus

1.	Introduction to Hospitality	10 Hours
	Hospitality Sector, History and Origin of Hotels, Classification of Hotels, Growth of Hotel and Catering industry in India, Famous Indian and International Hotels.	
2.	Introduction to Tourism	10 Hours
	Tourism Industry, Meaning of tourism, Significance of tourism, The tourism system, Types of tourism.	
3.	Hotel Industry & its functions	10 Hours
	Structure of Hotel Industry- Small Hotel, Large Hotel, Hotel Groups, International Hotel Chains. Hotel Functions – Rooms & Bed; Food & Drink; Miscellaneous Services.	
4.	Tourism Infrastructure, Transport and Tourism Product	10 Hours
	Accommodations, Attractions, Mode of transport and essential services, Nature and type of tourism product	
5.	Itinerary Planning	8 Hours
	Basic information, Planning the itinerary, Resources for planning, Costing of a tour	
6.	Travel Formalities and Regulations	12 Hours
	Passport, visa; Health regulations for international tourist; Special permit; Custom regulation, immigration, emigration	

Suggestive Reading (Latest available edition):

1. Andrew, S. - Tourism and Hospitality Industry, Tata McGraw-Hill, New Delhi.
2. Roday, S. - Tourism Operation Management, Oxford University Press, New Delhi.
3. Bansal L. K. and Gautam P. - Tourism and Hospitality Industry.
4. Kaul V. and Bajpai S. - Tourism Planning: An Introduction, Shri Sai Printo-Graphers.
5. Bagri, S.C. Introduction to Hospitality Industry, IHC, Aman Publication.
6. Medlik, S. and H. Ingram, H. The Business of Hotels, Butterworth-Heinemann.
7. Holloway, J.C. and Naylor, N. The Business of Tourism, Prentice Hall.
8. Rutherford, D. W. Hotel Management and Operations, John Wiley & Sons.



Course Title: Computer Basics
Course Code: CMG103
Marks: 50

Type: General Theory
Credits: 02
Hours: 30

Prerequisite Courses: None

Course objectives:

To enable the student to:

- Gain basic knowledge & understanding of fundamentals of computers- hardware & software.
- Gain basic knowledge of operating systems, Word, Excel spread sheets.
- Gain basic knowledge of MIS systems in use in hospitality industry.
- Understand usage of internet, email etc.

Learning Outcomes:

On successful completion of the course, the students will be able to

- Use/operate computer.
- Create word documents; excel spread sheets & their use /applications in daily life/business.
- Understand & operate MIS for industry related applications.
- Create email account & be familiar with use of internet.

Syllabus:

1.	Elements of A Computer System	6 Hours
	Definition of a computer; Classification of computers; Function of a computer	
2.	Hardware Features and Its Uses	3 Hours
	Physical components of a computer; Different generations of a computer; Storage- types Input and output devices	
3.	Introduction to Operating System	6 Hours
	Windows operations; Creating folders and shortcuts; Copying and renaming files; Deleting files and folders	
4.	Microsoft Office & Power Point	9 Hours
	MS Word document-entering text, saving, editing and printing the document, formatting a document, special effects, shortcut keys, creating tables; MS Excel document- parts of worksheet, navigation in a worksheet, creating a spread sheet, simple formulas, editing data, saving and exiting a worksheet, aligning text, making graphs/charts, printing and page adjustments: MS Power Point.	
5.	Internet and Email	6 Hours
	How to search for a webpage; Creating an email account; Sending/receiving an email; Online banking	

Suggestive Reading (Latest available edition):

1. Sharma, S. R. Text Book of Computers for Hotel Management, Aman Publication.
2. Rajaraman, V. Fundamental of computer, PHI Publication.
3. Sinha, P. K. Computer Fundamental, BPB Publication.

Course Title: Computer Basics Lab

Course Code: CMG104

Marks: 50

Prerequisite Courses: Computer Basics – Theory (CMG103)

Type: General Practical

Credits: 02

Hours: 60

Course objectives:

To enable the student to:

- Gain basic knowledge & understanding of fundamentals of computers - hardware and software.
- Gain basic knowledge of operating systems, Word, Excel spread sheets.
- Gain basic knowledge of MIS systems in use in hospitality industry.
- Understand usage of internet, email, etc.

Learning Outcomes:

On successful completion of the course, the students will be able to

- Use/operate computer.
- Create word documents; excel spread sheets & their use /applications in daily life/business.
- Understand & operate MIS for industry related applications.
- Create email account & be familiar with use of internet.

Syllabus:

1.	Introduction to Computer Lab; Hardware Features and Its Uses	3 Hours
	Definition of a computer; Classification of computers; Function of a computer; Physical components of a computer; Different generations of a computer; Storage- types Input and output devices	
2.	Introduction to Operating System	15 Hours
	Windows operations; Creating folders and shortcuts; Copying and renaming files; Deleting files and folders, Practice	
3.	Microsoft Office	18 Hours
	MS Word document-entering text, saving, editing and printing the document, formatting a document, special effects, shortcut keys, creating tables; MS Excel document- parts of worksheet, navigation in a worksheet, creating a spread sheet, simple formulas, editing data, saving and exiting a worksheet, aligning text, making graphs/charts, printing and page adjustments; Practice	
4.	Microsoft Power Point	12 Hours
	Developing a PowerPoint Presentation; Performing Text Editing Operations; Adding Graphical Elements to Presentation; Adding Tables & Charts to Presentation; Preparing to Deliver Presentation. Practice	
5.	Internet and Email	12 Hours
	How to search for a webpage; Creating an email account; Sending/receiving an email; Practice; Online banking	

Suggestive Reading (Latest available edition):

1. Sharma, S. R. Text Book of Computers for Hotel Management, Aman Publication.
2. Rajaraman, V. Fundamental of computer, PHI Publication.
3. Sinha, P. K. Computer Fundamental, BPB Publication.

Course Title: THC/Q0406-Commis Chef

Type: Skill (Theory, Practical & OJT)

Course Code: CMS101

Credits: 18 (Theory, Practical &OJT)

Marks: 500

Hours: 540

Prerequisite Courses: None

Learning Outcomes:

Students will have competencies and skills as mentioned in the Qualification Pack of COMMIS CHEF designed by Tourism & Hospitality Skill Council (THSC) (REFERENCE ID: THC/Q0406, version 1.0)

Package Syllabus:

Adopted from National Occupational Standards (NOS) for THSC Qualification Pack (QP) - COMMIS CHEF (THC/Q0406)

Lecture Hours and Marks Distribution as per THSC standard mentioned in Model Curriculum

1.	Introduction	20 Hours
	<ul style="list-style-type: none">• General Discipline in the class room (Do's & Don'ts)• Layout of Kitchen Department• Hierarchy Structure of Hotel and Kitchen Department of Different Star Categories• Role of Commis Chef• Basic skills of communication	
2.	Assist in Food Preparation (THC/N0415)	100 Hours
	<ul style="list-style-type: none">• Importance of personal hygiene, grooming standards and their practice• Different types of equipment's and cooking ranges used in kitchen and practice use of same• Cuts of vegetables, Fish, Poultry & Meat & their practice• Brief knowledge of different types of food ingredients• Basic Methods of Cooking Food• Brief knowledge of different types of cuisines• Classification of soups, sauces and gravies. Mother sauces and their derivatives• Preparation and practice of different types of Sauces, Gravies, Salads, Salad dressings and Cold starters• Basic Culinary Terms	
3.	Set up and close kitchen (THC/N0416)	85 Hours
	<ul style="list-style-type: none">• Different types of kitchen cleaning equipment's, cleaning agents and their use• Inspection and reporting of equipment status – Daily inspection check list• Practice cleaning the kitchen area using right cleaning equipment & agent as per SOP of the organization	
4.	Monitor stock movement (THC/N0417)	85 Hours
	<ul style="list-style-type: none">• Stores receiving, storing, issuing procedures• Blind receiving, FIFO & LIFO techniques• Stores requisitions/indents, purchase orders, invoices• Practice receiving, checking, storing, issuing stores & accounting• Menu planning and stock control methods	
5.	Communicate with customer and colleagues (THC/N9901)	45 Hours
	<ul style="list-style-type: none">• Importance of effective communication and team coordination• Basic phraseology used in interacting with customers• Role plays : communication with customer and colleagues, dealing with different types complaints	

6.	Maintain customer-satisfaction and hospitable conduct(THC/N9902,THC/N9903) 40 Hours
	<ul style="list-style-type: none"> • Importance of effective communication and team coordination • Importance of customer satisfaction and feedback, reporting feed back to superiors; Innovative means of improving customer satisfaction • Professional and polite etiquette behaviour to interact with customers • Enhancing brand value of company • Role plays
7.	Follow gender and age sensitive service practices (THC/N9904) 40 Hours
	<ul style="list-style-type: none"> • Rights and respect to women at workplace; safety measures and procedures for female colleagues and customers; role plays • Specific requirements of different age groups of customers • Situation handling in case of any safety and security threat- role plays
8.	Maintain IPR of organization and customer (THC/N9905) 40 Hours
	<ul style="list-style-type: none"> • Intellectual Property Rights: copyrights, patents, trademarks and trade secrets • company's Policies on Intellectual Property Rights • Importance of IPR for competitiveness of a company/business; likely damages resulting from IPR infringement; reporting infringement • Recalling company's product, service or design patents in the event of infringement
9.	Maintain health, hygiene and safety at work place(THC/N9906, THC/N9907) 45 Hours
	<ul style="list-style-type: none"> • Different food safety and hygiene standards; Hazard Analysis Critical Control Point(HACCP) • Importance of cleanliness and personal hygiene, health risks to the worker or customer • Personal protective equipment(PPE) and their use • Hazards at workplace; fire extinguishers and their use; emergency evacuation procedures; mock drills • Cleaning chemicals and their proper handling and storage; safe cleaning procedure and practice • Waste management: types of waste; garbage separation and proper disposal
10.	Employability & Entrepreneurship Skills 40 Hours
	<ul style="list-style-type: none"> • Personal Strengths & Value Systems • Money Matters • Preparing for Employment & Self Employment • Understanding Entrepreneurship • Preparing to be an Entrepreneur

Recommended Text Books (Latest available edition):

1. Bali P. S. - Food Production Operations, Oxford University Press
2. Bali P. S. - International Cuisine and Food Production Management, Oxford University press
3. Bali P.S. – Quantity Food Production Operations and Indian Cuisine, Oxford University press
4. Bali P.S. - Theory of Bakery and Patisserie, Oxford University press

Hotel Internship/On-Job-Training (OJT) - I

Internship/On-Job-Training (OJT) would be exclusively in key areas of Food Production Operations in a 3-5 Star Hotel/Resort, comprising of a minimum of 8 hours work each day, 6 days each week for 6 weeks.

Course Objective:

To enable the students to:

- Experience the actual working environment in the industry, gain hands-on practical exposure in Industry and hone their culinary skills.
- Develop and build confidence, enhance learning from real-life situations.
- Learn to cope up/deal with work pressure/stress.
- Identify their key operational area of interest/specialization.

RESPONSIBILITIES OF THE INTERN/TRAINEE

- Should be punctual, attentive and careful while doing work.
- Should be keen to learn and maintain high standards and quality of work.
- Should interact positively with the hotel staff & follow hotel/resort house rules.
- Should be honest and loyal to the hotel and towards their training.
- Should get their evaluation sheet (in given specific format) signed every fortnightly from the HOD/section head of hotel/resort and college faculty guide.
- Gain maximum from the exposure given, to get maximum practical knowledge and skills.
- Should attend the training review sessions / classes regularly.
- Should be prepared for the arduous working condition and should face them positively.
- Should adhere to the prescribed training schedule.
- Should take the initiative to do the work as training is the only time where student can get maximum exposure.
- Should, on completion of Internship, prepare/compile project report, containing details of internship & submit the same before internship seminar date along with completed Internship evaluation sheet and Internship completion certificate issued by Hotel/Resort.

RESPONSIBILITIES OF THE COLLEGE

- Should give proper briefing to students prior to the industrial training
- Should make the students aware of the industry environment and expectations.
- Should notify the details of training schedule to all the students.
- Should coordinate regularly with the hotel, especially with the training manager.
- Should visit the hotel, wherever possible, to check on the trainees.
- Should sort out any problem between the trainees and the hotel.
- Should take proper feedback every fortnightly from the students during the training.
- Should brief the students about the appraisals and training report.
- Should ensure that change of internship hotel/resort is not permitted once the student has been interviewed, selected.
- Should ensure trainees procure training completion certificate from the hotel before reporting back to college.

Learning Outcome:

After completion of the course, students will develop the ability to:

- Work long hours in the industry environment.
- Gain essential culinary skills.
- Manage inter personal relations with co-workers.
- Handle work pressure/stress at work place.
- Identify their key operational area of interest/specialization & gain expertise.

**B. Voc. in Culinary Management
Syllabus (Semester – II)**

Course Title: Soft Skills - I

Course Code: CMG201

Marks: 100

Type: General Theory

Credits: 04

Hours: 60

Prerequisite Courses: None

Course objectives:

To enable the students to:

- Understand the importance of effective written communication in business enterprises.
- Know different types/modes of written communications.
- Understand appropriate formats/templates for various written modes of communications.
- Appreciate the importance of the purpose, structure, style and content of all written communication
- Develop drafting skills.
- Appreciate the importance of Time management in enhancing productivity.
- Understanding Time management tools/techniques such as, goal setting, setting priorities, time scheduling, time analysis, tackling self-distractions & interruptions.
- Appreciate the importance of Good Manners and Etiquette, Common courtesies in different spheres of life.

Learning Outcome:

After completion of the course, students will develop the ability to:

- Communicate effectively, with special importance to grammar and spelling.
- Draft different types of business letters & other written communications.
- Manage time efficiently through practice of time management techniques.
- Acquire and adopt Good Manners, Etiquette & Common courtesies in different spheres of life through persistent practice.

Syllabus

Unit I: Written Communication

1.		07 Hours
	Importance of Business Communication, Types of Business Writing - reports, letters, email, memos, proposals, press releases, Business plans.	
2.		06 Hours
	Elements and functions of a Business Letter, Types of business correspondence, Planning and Structure of a Business correspondence, Practical application of business communication.	
3.		06 Hours
	Effective Business Communications, Basic proof reading and editing skills, Observing business etiquette. Advantages and Disadvantages of Business Communications, Negative messages.	
4.		06 Hours
	Writing Business Reports, Types of reports, Practical report writing. Syntax and Grammar in Business Communications, Techniques for error-free writing, spelling techniques.	
5.		05 Hours
	Email essentials, Online Syntax, Writing effective Emails. Written Communication in media, Blogging, Social Media.	

Unit II: Etiquette

1.		05 Hours
	Basics of Good Manners and Etiquettes, Appropriate behaviours, Common courtesies. Making good manners a habit. Proper use of language, Workplace rules. Etiquette in daily conversations, Group-talk etiquette.	
2.		10 Hours
	Professional Etiquettes, Etiquettes At Meeting, Etiquettes At Dining, PRO(Public Relation Office) Etiquettes, Managing Involuntary Awkward Actions, Technology Etiquettes – Phone, Email; Social Media Etiquettes; Video Conferencing Etiquettes; Interview Etiquettes; Dressing Etiquettes – Interviews, Offices, Social Functions	

Unit III: Time Management

1.		09 Hours
	Introduction to Time Management, Goal setting, Setting priorities, Schedule Plan. Developing Good Time Management Habits. Time analysis. Create a Realistic and Productive Schedule.	
2.		06 Hours
	Tackling self-distractions and interruptions (Time-wasters), Effective time management strategies, Using technology efficiently in Managing Time.	

Suggestive Reading (Latest available edition):

1. Bovee, C. L., John V. T. and Barbara E. S. - Business Communication Today, Prentice Hall Publication, New Jersey.
2. Guffey M. E. and Loewy D. - Essentials of Business Communication: South-Western College Publishing, Ohio.
3. Dodd P. and Sundheim, D. - The 25 Best Time Management Tools and Techniques: How to Get More Done Without Driving Yourself Crazy. Peak Performance Press, Inc., Michigan.
4. Lakein, A. How to Get Control of Your Time and Your Life. New America Library, New York.
5. Smith J. R. R. The Etiquette Book: A Complete Guide to Modern Manners. Sterling.

Course Title: Food & Nutrition

Course Code: CMG202

Marks: 100

Type: General Theory

Credits: 04

Hours: 60

Prerequisite Courses: None

Course objectives:

To enable the student to

- Understand the essential constituents of food & their role in nutrition/health.
- Be aware of nutritional aspects of food groups & guide for food selection.
- Become familiar with dietary requirements and balanced diet of various age groups.

Learning Outcomes:

On completion of the course the student will be able to

- Appreciate the essential constituents of food & their role in nutrition/health.
- Plan & recommend dietary requirements and balanced diet for various age groups.

Syllabus

1.		05 Hours
	Introduction to Food, Nutrition and Health. Constituents of food & their role in nutrition	
2.		20 Hours
	Carbohydrates, Proteins, Lipids, Vitamins, Minerals, Water; Energy Metabolism	
3.		15 Hours
	Nutritional aspects of food groups & guide for food selection: Cereals, Pulses, Vegetables, Fruits, Milk & Milk Products, Meat, Fish, Eggs, Sweetening Agents, Spices & Condiments, Fats & Oils, Beverages.	
4.		20 Hours
	Dietary requirements of different age groups. Nutrition during Pregnancy, Infants, School Children, Old Age, Workers & laborers, Meal Planning and Balanced Diet. Nutrition and diets in diseases- Diabetes, Heart, Liver, Kidney diseases.	

Suggestive Reading (Latest available edition):

1. Srilakshmi, B. Food Science, New Age International Publishers.
2. Roday, S. Food Science & Nutrition, Oxford University Press.
3. Swaminathan, M. Handbook of Food and Nutrition, The Bangalore Press.
4. Gopalan, C. Nutritive Value of Indian Foods; Publisher: National Institute of Nutrition.

Course Title: Hygiene & Sanitation

Type: General Theory

Course Code: CMG203

Credits: 04

Marks: 100

Hours: 60

Prerequisite Courses: None

Course objectives:

To enable the student to

- Understand the importance of Hygiene & Sanitation in hospitality industry.
- Know the safety procedures to be followed while handling food.
- Be aware of SOP of safety & hygiene at work place.

Learning Outcomes:

On completion of the course the student will be able to

- Appreciate the importance of Hygiene & Sanitation in hospitality industry.
- Understand the safety procedures to be followed while handling food.
- Implement SOP of safety & hygiene at work place.

Syllabus

1.		10 Hours
	Importance of hygiene and sanitation in the hospitality industry. The 5 groups of organisms, Growth curve, harmful effects and beneficial uses of microbial organisms in the food industry.	
2.		10 Hours
	How can foods get spoilt, spoilage indicators of food, conditions that can lead to food spoilage. Need for food storage, dry, refrigerated and freezer storage. Guidelines for food storage. Storage of various food items.	
3.		10 Hours
	Importance of hygiene procedures in preparing food, cooking food, holding food. Leftover food & its reuse. Rules for serving and displaying food.	
4.		10 Hours
	Procedures for cleaning, washing, Sanitizing. Cleaning agents; Water- hard water, soft water, contamination, purification. Different types of garbage/waste, methods to store and dispose of the garbage/waste.	
5.		10 Hours
	Importance of Personal hygiene & health. Grooming standards, habits. Importance of rest, exercise and recreation. Importance of safety at work place. Personal/equipment safety; Protective clothing; causes of accidents, prevention of accidents.	
6.		10 Hours
	Hazard Analysis Critical Control Point (HACCP): Introduction to HACCP; Food Borne Illness; The Seven HACCP Principles; Identifying Hazards and Determining Critical Control Points; Critical Limits, Monitoring and Corrective Actions; Verification and Record Keeping; Overcoming Barriers to HACCP Implementation.	

Suggestive Reading (Latest available edition):

1. Roday, S. - Food Hygiene and Sanitation with Case Studies; Publisher: McGraw Hill Education.
2. Bali, P. S. - Theory of Cookery; Publisher: Oxford University Press.

Course Title: THC/Q0405-Comm I

Course Code: CMS201

Marks: 500

Type: Skill (Theory, Practical & OJT)

Credits: 18 (Theory, Practical & OJT)

Hours: 500

Prerequisite Courses: THC/Q0406-Commis Chef

Learning Outcomes:

Students will have competencies and skills as mentioned in the Qualification Pack of COMMI I designed by THSC (REFERENCE ID: THC/Q0405, version 1.0)

Package Syllabus:

Adopted from National Occupational Standards (NOS) for THSC Qualification Pack (QP) - COMMIS I (THC/Q0405)

Lecture Hours and Marks Distribution as per THSC Qualification Pack (QP) - COMMIS I (THC/Q0405) Occupational Standards

1.	Prepare for food and kitchen activities (THC/N0412)	85 Hours
	<ul style="list-style-type: none">• Reporting for work: Punctuality, attendance, grooming, company policies, job role/responsibilities• Interacting and listening to supervisor: Interacting/taking instructions/briefing• Follow guidelines and work as per organizational requirement: Follow instructions, assist chef de parte in food preparation/presentation, response to feedback from guests/supervisor, compliance requirements on quality, health, hygiene, food/personal safety, fire prevention• Ensuring cleanliness in the kitchen area: Use of clean and sterilized kitchen ware, maintenance of cleanliness at work place Kitchen layout, menus and recipes, basic maths for preparing standard recipes/inventory, weight & measurement conversions, equipment and appliances used in kitchen, knowledge of food ingredients, food material handling procedures, different types of cuisines/preparations, objectives of hygiene/cleanliness standards, waste management practices	
2.	Perform food preparation as per standards (THC/N0413)	120 Hours
	<ul style="list-style-type: none">• Following guidelines on usage of kitchen equipment: Operation and maintenance of kitchen equipment• Preparing food: Prepare menu items independently as per standard recipes and customer preference keeping in mind food cost, plate presentation, attention to details• Assisting Chef De Partie on Cuisine preparation: Indenting/procuring required material for multi cuisine preparations and learning specialty recipes• Ensuring appropriate quantity of food material is used for cooking: Portion size/control as per standard recipe, minimizing/avoiding wastage, storage of material as per procedure Different types of food ingredients their selection and storage: Vegetables and Fruits; Fish & Sea food; Meats; Eggs; Dairy products; Cereals, pulses, seeds, nuts, herbs, spices and condiments, colouring and flavouring agents, leavening agents, flours, pasta, breakfast cereals, rice products, sugar, fats and oils Methods of Cooking Food: Classification, moist heat, dry heat, combination of moist and dry heat method, blanching, poaching, boiling, steaming, sautéing, frying, grilling, roasting, braising, broiling, cooking time and temperatures Planning, organizing and management of time for food preparation as per operational requirements and deliverables, turn-around time Different types of cuisines: Indian, Continental, Chinese, Italian, Mexican etc. Indian & Western Culinary Terms	

3.	Assist the commis and senior chefs (THC/N0414)	85 Hours
	<ul style="list-style-type: none"> • Planning for required human resource: Communication with commi II & Commi III, train them on food preparation/presentation, food safety standards, performance feedback • Coordinating with commis • Ensuring food safety and hygiene in the kitchen: Quality of food material, sanitation guidelines and personal hygiene, stock rotation- first in first out, as per usage date • Achieving quality and standards: Customer satisfaction on quality and presentation, effective use of material/resources, techniques of minimizing wastage • Roles and responsibilities of commis 	
4.	Communicate with customer and colleagues (THC/N9901)	45 Hours
	<ul style="list-style-type: none"> • Importance of effective communication and team coordination • Basic phraseology used in interacting with customers • Role plays : communication with customer and colleagues, dealing with different types complaints 	
5.	Maintain customer-satisfaction and hospitable conduct(THC/N9902,THC/N9903)	40 Hours
	<ul style="list-style-type: none"> • Importance of effective communication and team coordination • Importance of customer satisfaction and feedback, reporting feed back to superiors; Innovative means of improving customer satisfaction • Professional and polite etiquette behaviour to interact with customers • Enhancing brand value of company • Role plays 	
6.	Follow gender and age sensitive service practices (THC/N9904)	40 Hours
	<ul style="list-style-type: none"> • Rights and respect to women at workplace; safety measures and procedures for female colleagues and customers; role plays • Specific requirements of different age groups of customers • Situation handling in case of any safety and security threat- role plays 	
7.	Maintain IPR of organization and customer (THC/N9905)	40 Hours
	<ul style="list-style-type: none"> • Intellectual Property Rights: copyrights, patents, trademarks and trade secrets • company's Policies on Intellectual Property Rights • Importance of IPR for competitiveness of a company/business; likely damages resulting from IPR infringement; reporting infringement • Recalling company's product, service or design patents in the event of infringement 	
8.	Maintain health, hygiene and safety at work place (THC/N9906, THC/N9907)	45 Hours
	<ul style="list-style-type: none"> • Different food safety and hygiene standards; Hazard Analysis Critical Control Point (HACCP) • Importance of cleanliness and personal hygiene, health risks to the worker or customer • Personal protective equipment(PPE) and their use • Hazards at workplace; fire extinguishers and their use; emergency evacuation procedures; mock drills • Cleaning chemicals and their proper handling and storage; safe cleaning procedure and practice • Waste management: types of waste; garbage separation and proper disposal • Personal Strengths & Value Systems 	

Recommended Text Books (Latest available edition):

1. Bali P. S. - Food Production Operations, Oxford University Press
2. Bali P. S. - International Cuisine and Food Production Management, Oxford University press
3. Bali P.S. – Quantity Food Production Operations and Indian Cuisine, Oxford University press
4. Bali P.S. - Theory of Bakery and Patisserie, Oxford University press

Hotel Internship/On-Job-Training (OJT) – II

Internship/On-Job-Training (OJT) would be exclusively in key areas of Food Production Operations in a 3-5 Star Hotel/Resort, comprising of a minimum of 8 hours work each day, 6 days each week for 6 weeks.

Course Objective:

To enable the students to:

- Experience the actual working environment in the industry, gain hands-on practical exposure in Industry and hone their culinary skills.
- Develop and build confidence, enhance learning from real-life situations.
- Learn to cope up/deal with work pressure/stress.
- Identify their key operational area of interest/specialization.

RESPONSIBILITIES OF THE INTERN/TRAINEE

- Should be punctual, attentive and careful while doing work.
- Should be keen to learn and maintain high standards and quality of work.
- Should interact positively with the hotel staff & follow hotel/resort house rules.
- Should be honest and loyal to the hotel and towards their training.
- Should get their evaluation sheet(in given specific format) signed every fortnightly from the HOD/section head of hotel/resort and college faculty guide.
- Gain maximum from the exposure given, to get maximum practical knowledge and skills.
- Should attend the training review sessions / classes regularly.
- Should be prepared for the arduous working condition and should face them positively.
- Should adhere to the prescribed training schedule.
- Should take the initiative to do the work as training is the only time where student can get maximum exposure.
- Should, on completion of internship, prepare/compile project report, containing details of internship & submit the same before internship seminar date along with completed internship evaluation sheet and internship completion certificate issued by hotel/resort.

RESPONSIBILITIES OF THE COLLEGE

- Should give proper briefing to students prior to the industrial training
- Should make the students aware of the industry environment and expectations.
- Should notify the details of training schedule to all the students.
- Should coordinate regularly with the hotel, especially with the training manager.
- Should visit the hotel, wherever possible, to check on the trainees.
- Should sort out any problem between the trainees and the hotel.
- Should take proper feedback every fortnightly from the students during the training.
- Should brief the students about the appraisals and training report.
- Should ensure that change of internship hotel/resort is not permitted once the student has been interviewed, selected.
- Should ensure trainees procure training completion certificate from the hotel before reporting back to college.

Learning Outcome:

After completion of the course, students will develop the ability to:

- Work long hours in the industry environment.
- Gain essential culinary skills.
- Manage inter personal relations with co-workers.
- Handle work pressure/stress at work place.
- Identify their key operational area of interest/specialization & gain expertise.

**B. Voc. in Culinary Management
Syllabus (Semester – III)**

Course Title: Soft Skills - II

Course Code: CMG301

Marks: 100

Type: General Theory

Credits: 04

Hours: 60

Prerequisite Courses: None

Course objectives:

To enable the students to:

- Understand essential elements & structure of effective, inspirational, impressive presentation.
- Identify various tools/techniques to be employed in preparing an effective, inspirational, impressive presentation.
- Understand the importance of preparing for the interview.
- Research and analyze Job on offer, its employer.
- Recognize the elements of a successful interview.
- Identify& enhance requisite interview facing skills.
- Recognize importance of proper grooming, personal hygiene, dress code, body language.
- Acquire key competencies – language skills, listening skills.

Learning Outcome:

After completion of the course, students will develop the ability to:

- Plan, Prepare and Present structured effective, inspirational, impressive presentation using various tools/techniques.
- Deliver the planned/structured presentation effectively, by keeping the audience engaged& delivering key message pertaining to the topic.
- Prepare for facing interviews.
- Enhance various skills involved in successfully facing interviews.
- Acquire key competencies – language skills, listening skills.
- Face interviews confidently.
- Effectively tackle the interview process.

Syllabus

Unit I: Presentation Skills

1.		07 Hours
	Styles of Presenting. The 6-Step Planning Method, Analyzing the audience, Topic Selection, Identifying the Objective, Prepare the body, Introduction and Conclusion, Practice Delivery.	
2.		09 Hours
	Defining & Outlining the scope & goal of presentation. Key message, Main Message Statement, Preparing the content & structure. Awareness on Plagiarism	
3.		06 Hours
	How to Rehearse, Eliminating Crutch Words, Voice, pitch, rhythm and tone, Speaking from memory, Speaking from notes. Knowing the Audience and the Venue, Who:Why:What Process.	
4.		08 Hours
	Non-verbal Factors in Presentations, Body Language, Personal Space and Voice Modulation. Tackling a Q&A Session, Preparing Expected Questions, Techniques for Collecting Question during presentation	

Unit II: Interview Facing Skills

1.		05 Hours
	Research and analysis of the Job Applied for and employer, Researching answers to likely questions, Mock interview session.	
2.		06 Hours
	Importance of proper grooming, Dress code, Personal hygiene. Use of acceptable language at an interview, Overcoming nervousness.	
3.		09 Hours
	Listening techniques at an interview, capturing the gist. How and when to ask questions, Understanding questions. Group Discussions, types of group discussions, practical group discussion exercise.	
4.		06 Hours
	Skills employers are looking for, skills to use at an interview. Facing an interview with Confidence, prepare in advance, visualization.	
5.		04 Hours
	Know the interview process, practicing answering questions, practicing with friends/family.	

Suggestive Reading (Latest available edition):

1. Mandel, S. Effective presentation skills. London: Kogan Press.
2. Ebbs, P. Presentation Skills: The Ultimate Guide to Delivering the Perfect Presentation. Book Publishing Academy.
3. Amos, Julie-Ann Handling Tough Job Interviews. London: Little Brown Book Group.
4. Brown, M. and Brandreth, G. How to Interview and be Interviewed. Sheldon Press.
5. Prasad, H. M. and Mohan, R. How to Prepare for Group Discussion and Interview: Tata McGraw-Hill Publishing Company Limited.

Course Title: Food Production Theory

Type: General Theory

Course Code: CMG302

Credits: 02

Marks: 50

Hours: 30

Prerequisite Courses: THC/Q0405-Comm I

Course objectives:

To enable the student to gain knowledge & understanding of:

1. The layout & working of larder section.
2. Cold sauces, salads, other cold preparations & sandwiches.
3. Herbs, wines in cooking, menu planning, costing & yield management.
4. Introductory knowledge of Goan, Oriental & other International cuisines.
5. Fast food, quick service, bulk food production techniques.

Learning Outcomes:

On completion of the course the student will be able to

1. Comprehend the functioning of a larder kitchen and its importance.
2. Recognize & differentiate between international cuisines.
3. Plan menus & suggest dishes based on a given theme.
4. Understand elements of plate presentation & techniques of plate presentation.
5. Understand basics of Goan, Oriental & various other International cuisines.
6. Understand concepts related to bulk food production techniques.

Syllabus

1.		6 Hours
	Layout and organization of the larder section of the kitchen. Cold sauces, salads, dressings, gelatin & aspic jelly, forcemeat and mousse, pate, terrines and appetizers.	
2.		6 Hours
	Production methods and types of cold cuts/processed meat from around the world. Preparation, storage and service of sandwiches, components of sandwiches, bread, spread, filling, garnish, cold sandwiches, hot sandwiches, grilled sandwiches, toasted sandwiches.	
3.		6 Hours
	Menu Planning; Types of menu, French classical menu; Accompaniments and garnishes. Identification and usage of herbs and wines in cooking. Elements of plate presentation, plate presentation techniques.	
4.		6 Hours
	Introduction to Goan, Oriental, French, Italian, Mexican, Scandinavian, North American & other International Cuisines, Fast food, quick service, bulk food production techniques.	
5.		6 Hours
	Bulk cooking methods. Handling, storing, reheating & reuse of cooked food	

Suggestive Reading (Latest available edition):

1. Bali P. S. - Food Production Operations, Oxford University Press
2. Bali P. S. - International Cuisine and Food Production Management, Oxford University press
3. Bali P.S. – Quantity Food Production Operations and Indian Cuisine, Oxford University press

Course Title: Food & Beverage Management
Course Code: CMG303
Marks: 50

Type: General Theory
Credits: 02
Hours: 30

Prerequisite Courses: THC/Q0405-Commi I

Course objectives:

To enable the student to:

- 1 Understand the control system for food and beverage operations.
- 2 Appreciate the importance of checking systems
- 3 Know the importance of food & beverage controls in enhancing performance & profitability.

Learning Outcomes:

On completion of the course the student will be able to:

1. Plan, design and implement efficient food & beverage control system.
2. Employ various tools/techniques such as menu management, portion control, yield management, pricing strategies, budgeting to achieve desired results.

Syllabus

1.		10 Hours
	Various aspects of food and beverage control, objectives of control, cycle of control, phases involved in developing control system, limitations of control systems.	
2.		12 Hours
	Menu planning, menu management, understand how menu works as a sales tool. Standard portions, standard product costs, pricing strategies & budgeting. Importance of checking systems in the food service operations; prepare bills and the restaurant sales summary.	
3.		8 Hours
	F & B control: Process throughout the food and beverage control cycle. Thefts, frauds, pilferages and areas of control in Purchase, Receiving, Stores, Issuing, Production & Service.	

Suggestive Reading (Latest available edition):

1. Bali P. S. - International Cuisine and Food Production Management, Oxford University press
2. Andrews S, - Textbook of Food & Beverage Management, Tata McGraw Hill.
3. George B, Chatterjee S, - Food and Beverage Service and Management, Jaico Publishing House.
4. Singaravelavan R., - Food and Beverage Service, Oxford University press.

Course Title: Bakery & Pastry Theory

Course Code: CMG304

Marks: 50

Prerequisite Courses: THC/Q0405-Comm I

Type: General Theory

Credits: 02

Hours: 30

Course objectives:

To enable the student to gain knowledge & understanding of:

1. The organisational setup of a Professional Bakery/Pastry.
2. Ingredients/equipment used in baking, their characteristics & identification.
3. Principles of baking; bread, cookies, cakes, pastries & desserts making methods.
4. Bread types & variations in different countries.
5. Different types of pastries, sponge cakes, desserts, puddings, frosting & toppings.
6. Preparing cold desserts, sorbet, ice-cream & frozen desserts.

Learning Outcomes:

On completion of the course the student will be able to

- 1 Plan organisational setup of a Professional Bakery/Pastry.
- 2 Identify the bakery/pastry equipment, ingredients used in baking & their characteristics.
- 3 Understand the principles of baking; bread, cookies, cakes, pastries & desserts making methods and their application.
- 4 Understand preparation of bread variations of different countries.
- 5 Have knowledge of different types of pastries, sponge cakes, desserts, puddings, frosting & toppings & their preparation.
- 6 Have knowledge of preparing cold desserts, sorbet, ice-cream & frozen desserts.

Syllabus

1.		6 Hours
	Introduction to Bakery & Confectionary. Organisation of a Professional Bakery. Bakery equipment, classification, criteria for selection, usage, care, maintenance, SOP. Usage of hand tools; Baking temperature & control. Principles of Baking, role of ingredients and their functions in baking process.	
2.		9 Hours
	Bread making – Basic dough, different techniques/methods of making bread (no time, straight, sponge batter, sour dough etc.); Quick breads, common faults in bread making; precautions in bread making. Bread variations in different countries-Baguette, Brioche, Croissant, Danish pastries, Ciabatta, Focassia, Grissini, Puglisi, Bread loaf- White, Brown, Whole wheat; Bread Rolls, Pizza bases.	
3.		6 Hours
	Introduction to cookies, cakes, different types of sponge cakes – Fatless, Genoese, Rich; Gateaux- fresh cream, butter cream, custard etc. International cakes and desserts, Chocolate as an ingredient in cakes and desserts – types and techniques, Frosting and toppings.	
4.		4 Hours
	Types of pastries-Short crust pastry, Sweet dough laminated pastries. Fillings, techniques involved in making pastries including fault identification.	
5.		5 Hours
	Hot desserts, Puddings, soufflés, tarts and pies, pancakes, cheese cakes, crepes, fruit based, custard and cream based desserts. Cold desserts, Sorbet, ice-cream and frozen desserts.	

Suggestive Reading (Latest available edition):

1. Philip, T. E. - Modern cookery Vol.2, Orient Black Swan Private Limited.
2. Bali, P. S. - Food Production Operations, Oxford Publication.
3. Bali P.S. - Theory of Bakery and Patisserie, Oxford University press.
4. The Culinary Institute of America, - Baking and Pastry: Mastering the Art and Craft, Publisher: John Wiley & Sons.

Course Title: Bakery & Pastry Practical

Course Code: CMG305

Marks: 50

Type: Practical

Credits: 02

Hours: 60

Prerequisite Courses: Bakery & Pastry Theory

Course objectives:

To enable the student to:

- 1 Be able to identify & use bakery tools & equipment hygienically.
- 2 Learn & practice methods of bread making.
- 3 Learn & practice making sponges, cakes & pastries, filling/ frosting of different types of decorative cakes.
- 4 Learn & practice various hot & cold desserts.

Learning Outcomes:

On completion of the course the student will be able to

- 1 Identify & use bakery/pastry tools & equipment hygienically.
- 2 Apply basic preparation techniques and prepare various types of bread, sponges, cakes and pastries, filling/ frosting of different types of decorative cakes.
- 3 Prepare various hot & cold desserts.

Syllabus

1.		03 hours
	Equipment - Identification, Description, Uses & handling	
2.		18 hours
	Practice making variety of bread, pizza base	
3.		24 hours
	Practice making sponges, cakes, Fillings, frosting for cakes. Decoration of festive and wedding cakes. Chocolate as an ingredient in cakes and desserts – types and techniques.	
4.		15 hours
	Preparing various pastries – short crust, puff, flaky, Choux pastry bases. Hot and cold desserts	

Suggestive Reading (Latest available edition):

1. Philip, T. E. - Modern cookery Vol.2, Orient Black Swan Private Limited.
2. Bali, P. S. - Food Production Operations, Oxford Publication.
3. Bali P.S. - Theory of Bakery and Patisserie, Oxford University press.
4. The Culinary Institute of America, - Baking and Pastry: Mastering the Art and Craft, Publisher: John Wiley & Sons.

Course Title: THC/Q0404-Chef-de-Partie

Course Code: CMS301

Marks: 550

Type: Skill (Theory, Practical)

Credits: 18 (Theory, Practical)

Hours: 285

Prerequisite Courses: THC/Q0405-Comm I

Learning Outcomes:

Students will have competencies and skills as mentioned in the Qualification Pack of Chef-de-Partie designed by THSC (REFERENCE ID: THC/Q0404, version 1.0)

Package Syllabus: Adopted from National Occupational Standards (NOS) for THSC Qualification Pack (QP) - Chef-de-Partie (THC/Q0404)

Lecture Hours and Marks Distribution as per THSC standard mentioned in Model Curriculum

1.	Manage kitchen operations in a section (THC/N0409)	65 Hours
	<ul style="list-style-type: none">Supervising Food Production Operations: Allocation of resources – indents, requisitions, purchase orders, equipment maintenance schedule; SOPs; briefing/directing kitchen staff; Record keeping of kitchen operationsEnsuring quality of food production: Standard recipes, principles of portion control and its importance, review of processes and corrective action, food safety and risk assessment, food handling and proper storage, quality improvement measuresProviding administrative assistance: Inputs on improving/designing kitchen operations	
2.	Manage section stock and inventory (THC/N0410)	75 Hours
	<ul style="list-style-type: none">Arranging necessary stock of raw material: List of required kitchen equipment, provisions, supplies and daily perishable consumablesStoring stock safely: Storing temperatures, proper storing methods for raw/ready to eat/perishable/non-perishable provisions, expiry/use by date, storing semi-processed/cooked food, storing commonly allergic foods and unsealed pulsesMaintaining inventory control: Inventory management practices, par stock, stock rotation (FIFO), vendor management, contingency planning, regular auditing, ABC analysis, forecasting, just in time, economic order quantityEnsuring efficient use of resources: Minimizing wastage /pilferage of resources/utilities and efficient use of resources, yield management	
3.	Train and guide section staff (THC/N0411)	32 Hours
	<ul style="list-style-type: none">Providing training to kitchen staff: Assessing skill levels, training needs, planning and conducting training on the job about cooking procedure, best practices, timely outputAssigning duties and responsibilities: Allocation/delegation of duties & responsibilities, performance assessment methods, support and encouragement	
4.	Interacting with superiors and colleagues (THC/N9901)	7 Hours
	<ul style="list-style-type: none">Job orders and instructions to be followed, output requirements, targets, performance indicators, incentives, repair maintenance schedule, team work and multi-tasking	

5.	Achieving customer satisfaction through customer centric service & displaying professional etiquette (THC/N9902, THC/N9903)	16
	Hours	
	<ul style="list-style-type: none"> Fair and honest treatment to customer, brand value enhancement, means of improving customer satisfaction through offers and promotions, feedback; greeting, communication and dress/grooming etiquettes, personal integrity and ethical behaviour; grievances redressal, role plays 	
6.	Services and facilities specific to age/gender/special needs (THC/N9904)	4 Hours
	<ul style="list-style-type: none"> Gender and age specific facilities, terrorist attack safe guard procedures, senior citizens safe guards and facilities, women rights and company policy; safety measures and special facilities for female colleagues and customers; role plays Situation handling in case of any safety and security threat- role plays 	
7.	IPR and Copyright (THC/N9905)	5 Hours
	<ul style="list-style-type: none"> Intellectual Property Right violations and protection: copyrights, protection of trade secrets- signature menus/dishes; customer interest infringement protection 	
8.	Hygiene and Cleanliness (THC/N9906)	7 Hours
	<ul style="list-style-type: none"> Waste management: types of waste; garbage separation and proper disposal Pest control; adequacy of lighting and ventilation requirements; equipment maintenance; safe & clean handling procedure for linen, work area and cleaning consumables; personal health/hygiene practices at work place Cross contamination and its prevention Preventive health check up, vaccinations, regulatory requirements 	
9.	Safety standards and procedures and work hazards (THC/N9907)	4 Hours
	<ul style="list-style-type: none"> Various hazards in work area and how to eliminate/minimize them Causes of accidents, preventive measures and methods to improve safety procedures, safety signs Fire emergency management procedures, fire extinguishers Safe handling of materials, tools, chemicals etc. Electrical equipment safe handling guidelines/procedures Brief knowledge of first aid; personal protective equipment/safety gear its use 	
9.	Basic knowledge of a Foreign/ State language (THC/N9909)	70 Hours
	French; Typical queries in French, keywords, short oral conversations, diction, basic range of vocabulary, practice spoken language	

Recommended Text Books (Latest available edition):

1. Bali P. S. - Food Production Operations, Oxford University Press
2. Bali P. S. - International Cuisine and Food Production Management, Oxford University press
3. Bali P.S. – Quantity Food Production Operations and Indian Cuisine, Oxford University press
4. Bali P.S. - Theory of Bakery and Patisserie, Oxford University press
5. Bhattacharya S. French for Hotel Management & Tourism Industry. Publisher, Frank Brothers Pvt. Limited.

B. Voc. in Culinary Management
Syllabus (Semester – IV)

Course Title: Fundamentals of Accounting

Course Code: CMG401

Marks: 100

Type: General Theory

Credits: 04

Hours: 60

Prerequisite Courses: None

Course objectives:

To enable the student to

- Have a broad overview of the fundamental components of financial accounting.
- Understand flows of accounting data that lead to the preparation of the final accounts.

Learning Outcomes:

On completion of the course the student will be able to

- Prepare/maintain books of accounts of business enterprise.

Syllabus

1.	Introduction to Accounting	05 Hours
	Meaning and definition; Types and classification; Principles of accounting	
2.	Primary and Secondary Books	10 Hours
	Journal and Journalizing Format; Rules of debit and credit ; Opening entry; Simple and compound entry	
3.	Cash Book	10 Hours
	Meaning; Advantages; Simple, double and triple column cash book; Petty cash book with imprest System	
4.	Trial Balance	10 Hours
	Meaning of Trial Balance; Methods of Trial balance; Advantages of Trial balance; Limitations of Trial Balance; Bank reconciliation statement	
5.	Final Accounts	20 Hours
	Meaning; Procedure for preparation of final accounts; Trading accounts; Profit and Loss accounts and balance sheet	
6.	Depreciation	05 Hours
	Meaning; Types and advantages;	

Suggestive Reading (Latest available edition):

1. Rawat, G.S. Elements of Hotel Accountancy, Aman Publication.
2. Dick, G. Accounting for the Hospitality Industry- Global books & subscription.
3. Maheshwari, S. N. Textbook of Accounting for Management, Vikas, Noida.
4. Shah, P. Financial Accounting for Management, Oxford University Press.

Course Title: Facility Planning

Course Code: CMG402

Marks: 100

Prerequisite Courses: None

Type: General Theory

Credits: 04

Hours: 60

Course objectives:

To enable the student to

- Understand the principles of planning layout & design, planning patterns & star classification of hotel.
- Formulate project/feasibility reports.
- Comprehend various aspects/parameters to be considered while planning various hotel facility/spaces.
- Analyze case studies critically.

Learning Outcomes:

On completion of the course the student will be able to

- Identify with hotel designs and Architectural layout planning patterns and star classifications of hotels.
- Critically evaluate hotel designs/plans & suggest suitable options.

Syllabus

1.		10 Hours
	Hotel design: Introduction, Design considerations, Systematic layout planning, Thumb rule for allocation of space in a hotel, Flow of work.	
2.		15 Hours
	Formulation of Project Report/ Feasibility Report. Architectural and systematic layout planning patterns. Star classifications of hotel.	
3.		25 Hours
	Layout and design of operational areas: Restaurant Design- Types of restaurant & restaurant themes, Bar design. Kitchen Design- Basis of physical layout, Area required, Environmental Considerations, Developing Kitchen plans, Specifications, Selection, Care and Maintenance of equipment, Ventilation & Kitchen safety. Storage Facility Layout & Design- Food Store, Layout of Food store, Cellar facilities. Equipment manufacturers and selection.	
4.		05 Hours
	Hotel Facilities Design, case studies.	
5.		05 Hours
	Energy conservation: Necessity for energy conservation; Methods of conserving energy in different area of operation of a Hotel; Developing and implementing energy conservation program for a Hotel.	

Suggestive Reading (Latest available edition):

1. Aggarwal, D.K. Kitchen Equipment & Design, Aman Publications.
2. Sharma, D.D. Cold Kitchen: A Guide to Garde Manger, Aman Publications.
3. Bansal, T. Hotel Facility Planning, Oxford University Press.

Course Title: Human Resource Management

Course Code: CMG403

Marks: 100

Type: General Theory

Credits: 04

Hours: 60

Prerequisite Courses: None

Course objectives:

To enable the student to

- Understand human resource management subject from International perspective.
- Appreciate the specific challenges in managing organizational structure, organizational culture, organizational ethics, recruitment & selection process, training & development, HR planning, compensation & reward, performance, employee relations & trade unions with respect to International perspective.

Learning Outcomes:

On completion of the course the student will be able to

- Understand & appreciate specific approaches with regard to International Human Resource Management.
- Apply the key components of human resource management to an international company.
- Work as a part of team in international environment.

Syllabus

1.		15 Hours
	Introduction, HRM policies and practices in hospitality/tourism industry. Labour markets: Availability, utilization of flexible labour, skilling, multi-tasking. Organizational Culture: Cultural diversity challenges and approaches to International Human Resource Management. Establishing & managing organizational culture.	
2.		20 Hours
	Recruitment & Selection: Job analysis, description and specification, advertisement/sourcing, short list, interview, selection, reference, decision. Cost and consequences of poor recruitment/selection process/policy. Equal opportunity, managing diversity & balance. Training & Development: Training process and methods.	
3.		10 Hours
	Performance Management, Compensation and Reward Management.	
4.		15 Hours
	HR Planning: Downsizing and Retention. Employee Relations and Trade Unions: Grievance Redressal, Dispute Resolution and Conflict Management.	

Suggestive Reading (Latest available edition):

1. Baum, T. - Human Resource Management for Tourism, Hospitality and Leisure, an international Perspective, Thomson.
2. Brewster, C., Sparrow, P. and Vernon, G. International Human Resource Management, CIPD.
3. Nickson, D. Human Resource Management for the Hospitality and Tourism Industries, Publisher: Routledge.
4. Jyothi, P. and Venkatesh, D. N. Human Resource Management. Oxford University Press.

Course Title: THC/Q0404-Chef-de-Partie

Type: Skill (Internship/OJT)

Course Code: CMS401

Credits: 18 (Internship/OJT)

Marks: 450

Hours: 576

Prerequisite Courses: Semester III B.Voc Culinary Management.

Hotel Internship/On-Job-Training (OJT) - III

Internship/On-Job-Training (OJT) would be exclusively in key areas of Food Production Operations in a 3-5 Star Hotel/Resort, comprising of a minimum of 8 hours work each day, 6 days each week for 12 weeks.

Course Objective:

To enable the students to:

- Experience the actual working environment in the industry, gain hands-on practical exposure in Industry and hone their culinary skills.
- Develop and build confidence, enhance learning from real-life situations.
- Learn to cope up/deal with work pressure/stress.
- Identify their key operational area of interest/specialization.

RESPONSIBILITIES OF THE INTERN/TRAINEE

- Should be punctual, attentive and careful while doing work.
- Should be keen to learn and maintain high standards and quality of work.
- Should interact positively with the hotel staff & follow hotel/resort house rules.
- Should be honest and loyal to the hotel and towards their training.
- Should get their evaluation sheet (in given specific format) signed every fortnightly from the HOD/section head of hotel/resort and college faculty guide.
- Gain maximum from the exposure given, to get maximum practical knowledge and skills.
- Should attend the training review sessions / classes regularly.
- Should be prepared for the arduous working condition and should face them positively.
- Should adhere to the prescribed training schedule.
- Should take the initiative to do the work as training is the only time where student can get maximum exposure.
- Should, on completion of internship, prepare/compile project report, containing details of internship & submit the same before internship seminar date along with completed internship evaluation sheet and internship completion certificate issued by hotel/resort.

RESPONSIBILITIES OF THE COLLEGE

- Should give proper briefing to students prior to the industrial training
- Should make the students aware of the industry environment and expectations.
- Should notify the details of training schedule to all the students.
- Should coordinate regularly with the hotel, especially with the training manager.
- Should visit the hotel, wherever possible, to check on the trainees.
- Should sort out any problem between the trainees and the hotel.
- Should take proper feedback every fortnightly from the students during the training.
- Should brief the students about the appraisals and training report.
- Should ensure that change of internship hotel/resort is not permitted once the student has been interviewed, selected.
- Should ensure trainees procure training completion certificate from the hotel before reporting back to college.

After completion of the course, students will develop the ability to:

- Work long hours in the industry environment.
- Gain essential culinary skills.
- Manage inter personal relations with co-workers.
- Handle work pressure/stress at work place.
- Identify their key operational area of interest/specialization & gain expertise.

**B. Voc. in Culinary Management
Syllabus (Semester – V)**

Course Title: Soft Skills - III

Course Code: CMG501

Marks: 100

Type: General Theory

Credits: 04

Hours: 60

Prerequisite Courses: None

Course objectives:

To enable the students to:

- Realise different behavioural dimensions of personality development that have far reaching significance in the direction of organisational effectiveness.
- Acquaint him/her with different leadership styles.
- Understand key elements of leadership qualities.
- Identify techniques/tools to build/improve leadership qualities.

Learning Outcome:

After completion of the course, students will develop the ability to:

- Make use of techniques for self-awareness and self-development.
- Apply the conceptual understanding of communication into everyday practice.
- Understand the importance of teamwork and group discussions skills.
- Develop stress management skills.
- Identify dominant leadership style
- Be an inspirational & effective leader by adapting leadership techniques/tools.
- Imbibe/hone& enhance leadership qualities.
- Nurture second line of leadership.

Syllabus

Unit I: Personality Development

1.		06 Hours
	Types of personality, Personality analysis through body language and individual habits, Physical aspects of personality, Emotional stability, Memory training, Mind and mental development, Mental blocks, Manners and art of living.	
2.		12 Hours
	Self-Awareness & Self Development: Self-Assessment, Self Discipline, Self-Appraisal, Self-Awareness, Self-criticism, Self-Esteem, Positive thinking, Thoughtfulness and responsible approach, Perceptions And Attitudes, Values And Belief Systems. SWOT analysis, Identifying one's strength and weakness, Handling Failure, Importance Of First Impression.	
3.		12 Hours
	Managing Self: Emotions, Ego, Pride, Stress, Achievements, Confidence improvement, Johari's Window, Complex problem solving and creativity, Recognition of one's own limitations and deficiencies, Determining How Well You Perceive What's Going On Around You, Interpersonal Skills And Communication Skills, Learning About Commitment And How To Move Things Forward, Making Key Decisions, Handling Your And Other People's Stress,	

Unit II: Leadership

1.		02 Hours
	Leadership Styles, Key leadership models, Emerging trends.	
2.		08 Hours
	Lateral Thinking, Goal-Setting, Motivating Self and Others, Developing a Positive Attitude, Leading a Team, Types and practical aspects of interpersonal skills at the workplace, Effective Feedback	
3.		08 Hours
	Setting Priorities, Brainstorming, Decision Making, Examining choices, Forecasting consequences, Listen and respond. Participate in group discussions. Leadership Development	
4.		12 Hours
	Coaching, Guiding, Mentoring, Counselling, Team building, Empowering, Delegating, Handling conflicts, Appraisal. Leadership case studies.	

Suggestive Reading (Latest available edition):

1. Mitra, B. K. Personality Development and Group Discussions. Oxford University Press.
2. Kumar, S. and Pushpalata, S. Communication Skills. Oxford University Press.
3. Mohan, K. and Banerji, M. Developing Communication Skill. McMillan India Ltd.
4. Robbins, T. Awaken the Giant Within. HarperCollins Publishers.
5. Adair, J. Effective leadership. London: Pan Books.
6. Avery G. C. - Understanding Leadership. London: Sage Publications.
7. Northouse, P. G. Leadership: Theory and Practice. Thousand Oaks, CA: Sage Publications.
8. Rowe, W. G. and Guerrero, L. Cases in Leadership. Sage Publications.
9. McGrath, E. H. Basic Managerial Skills. Eastern Economy Edition, Prentice Hall India.

Course Title: Community Service

Course Code: CMG502

Marks: 50

Type: General Theory

Credits: 02

Hours: 30

Prerequisite Courses: None

Course objectives:

To enable the students to:

- Understand & appreciate the importance & value of community service.
- Realize obligation of each individual towards community/society.
- Imbibe sense of selfless social service & power of giving.
- Identify, plan, manage and participate in community service activity.

Learning Outcome:

After completion of the course, students will develop the ability to:

- Appreciate the importance & value of community service.
- Realize obligation/duty of each individual towards community/society.
- Imbibe sense of selfless social service & power of giving.
- Identify, plan, manage and participate in community service activity.

Syllabus

1.		06 Hours
	Introduction and Overview of Community Service, goals of community based service. Identify problems at the community and organizational level. The Social System within a Community, social work practices around the college/work place, social service project within the college.	
2.		09 Hours
	Current Trends in Community Service in India, welfare approach, social development, social change, empowerment. Fields of Community Service, Communication with diverse individuals/organizations, Participate in service/volunteer activities, Develop and practice empathy for others; Atmosphere and Climate Change, Environment Conservation, methodologies in environmental conservation, features of biodiversity protection.	
3.		15 Hours
	The Importance of Equality and Justice, UN Charter of Human Rights, gender and human rights issues; seminars and other interactive sessions. Interaction with Community (Community Service Visits), community-based policy planning, program planning, and program development. Service Learning Project, involving students in effective community service.	

Suggestive Reading (Latest available edition):

1. Engelbrecht L. K. Introduction to Social Work. Wellington: Lanzo.
2. Misra, P. D. Social Work Philosophy and Methods. Inter India Publications.
3. Bansal, R. I have a Dream. Westland Books Pvt. Ltd.

Course Title: Hospitality Management

Course Code: CMG503

Marks: 100

Type: General Theory

Credits: 04

Hours: 60

Prerequisite Courses: None

Course objectives:

To enable the student to

- Have fundamental understanding & knowledge of hospitality management practices.
- Know key sectors within Hospitality Industry.
- Understand management functions in context of Hotel/Hospitality industry.
- Understand emerging field of Hospitality Industry Technology, information systems.

Learning Outcomes:

On completion of the course the student will be able to

- Gain insightful knowledge of hospitality management practices.
- Understand interdependency of different key sectors within Hospitality Industry.
- Comprehend management functions in context of Hotel/Hospitality industry.
- Understand emerging field of Hospitality Industry Technology, information systems.

Syllabus

1.		15 Hours
	Introduction to Hospitality Industry, The hotel business, development and classification, rooms division operation, food and beverage operations, recreation and leisure. Entertainment industry, meetings, conventions, and expositions.	
2.		15 Hours
	Hospitality Industry Marketing, HR and Culture: Identification of different market segments for different hospitality services. Leadership and Management: The characteristics, practices of leaders and managers, key management functions and ethical behaviors in the hospitality industry.	
3.		24 Hours
	Hospitality management Planning: Seven steps in hospitality operational planning. Organization: Structure and design of a Hospitality organization. Communication and Decision-making: The steps for effective interpersonal communication, 8 steps in the decision-making process. Motivation & Control functions specific to Hospitality Management: Diverse workforce and ways to motivate employees. Four-step control process.	
4.		06 Hours
	Hospitality Industry Technology: The characteristics of information technology and information systems in the hospitality industry, emerging areas in hospitality management.	

Suggestive Reading (Latest available edition):

1. Walker, J. R. Introduction to Hospitality Management. Prentice Hall.
2. Cook, R., Hsu, C. and Marqua, J. The Business of Hospitality and Travel. Pearson.

Course Title: Specialty Cuisine – Electives I (Cruise Line Cuisine)

Type: General Theory

Course Code: CMG504

Credits: 02

Marks: 50

Hours: 30

Prerequisite Courses: THC/Q0404-Chef-de-Partie

Course objectives:

To enable the student to gain in depth knowledge & understanding of:

1. Specialized equipment, personal safety practices & hygiene standards on luxury cruise lines.
2. Fine dine, fast food, quick service, bulk food production techniques & concepts, storing practices related to cruise lines.
3. Compiling cyclical menus for cruise line culinary operations.

Learning Outcome:

After completion of the course, students will develop an in depth understanding of:

1. Cruise line specialized equipment, personal safety practices & hygiene standards.
2. Fine dine, fast food, quick service, bulk food production techniques & concepts, storing practices related to cruise lines.
3. Compiling cyclical menus for cruise line culinary operations.

Syllabus

1.		08 Hours
	Introduction to Cruise Line Cuisine. Essence of cruise line cuisine, specialized equipment, procedures, practices	
2.		06 Hours
	Safety & hygiene practices on cruise lines	
3.		08 Hours
	Cyclical menus, Fine dine, Fast food, Quick service techniques	
4.		08 Hours
	Bulk food production techniques, storing, menu compiling	

Suggestive Reading (Latest available edition):

1. Rubino D, Around The World In 80 Meals: The Best of Cruise Ship Cuisine; Publisher: Createspace Independent.
2. Kostick M.G, Princess Cruises Cuisine: The Best Recipes from Princess Cruises Award-Winning Chefs’ Collection; Publisher: Dorison House.
3. Courses: A Culinary Journey: Cookbook, Publisher: Princess Cruises.
4. Internet Online material

Course Title: Specialty Cuisine – Electives II (Continental Cuisine)

Course Code: CMG504

Marks: 50

Type: General Theory

Credits: 02

Hours: 30

Prerequisite Courses: THC/Q0404-Chef-de-Partie

Course objectives:

To enable the student to gain in depth knowledge & understanding of:

1. Authentic Continental cuisine.
2. Planning and preparation of Continental menus using specialized equipment.

Learning Outcome:

After completion of the course, students will develop an in depth understanding of:

1. Authentic Continental cuisine.
2. Planning & preparation of authentic Continental cuisine menus using specialized equipment.

Syllabus

1.		06 Hours
	Introduction to major Continental cuisines - French, Italian, Spanish, Scandinavian	
2.		15 Hours
	Essence of Continental Cuisine, spices/ingredients, specialized equipment, procedures, practices	
3.		09 Hours
	Fast food, quick service, bulk food production techniques, menu compiling.	

Suggestive Reading (Latest available edition):

1. Bali P. S. - International Cuisine and Food Production Management, Oxford University press
2. Philip, T. E. - Modern cookery Vol.2, Orient Black Swan Private Limited

Course Title: Specialty Cuisine – Electives III (Oriental Cuisine)

Course Code: CMG504

Marks: 50

Type: General Theory

Credits: 02

Hours: 30

Prerequisite Courses: THC/Q0404-Chef-de-Partie

Course objectives:

To enable the student to gain in depth knowledge & understanding of:

1. Authentic Oriental cuisines from China, Thailand, Japan, Indonesia, Vietnam, Korea, Malaysia, Philippines.
2. Planning and preparation of authentic Oriental cuisines from China, Thailand, Japan, Indonesia, Vietnam, Korea, Malaysia, Philippines using specialized equipment.

Learning Outcome:

After completion of the course, students will develop an in depth understanding:

1. Of authentic Oriental cuisines from China, Thailand, Japan, Indonesia, Vietnam, Korea, Malaysia, Philippines.
2. Of planning & preparation of authentic Oriental cuisines from China, Thailand, Japan, Indonesia, Vietnam, Korea, Malaysia, Philippines using specialized equipment.

Syllabus

1.		09 Hours
	Introduction to Oriental Cuisine, spices/ingredients, specialized equipment, procedures & practices	
2.		12 Hours
	Authentic/ ethnic Cuisines from China, Thailand, Japan, Indonesia, Vietnam, Korea, Malaysia, Philippines	
3.		09 Hours
	Fast food, quick service, bulk food production techniques, menu compiling.	

Suggestive Reading (Latest available edition):

1. Bali P. S. - International Cuisine and Food Production Management, Oxford University press
2. Philip, T. E. - Modern cookery Vol.2, Orient Black Swan Private Limited
3. Brennan J, The Cuisines of Asia: Nine Great Oriental Cuisines by Technique. Publisher: St Martins Pr.
4. Ricker W, The Eastern and Oriental Cookbook. Publisher: Hardie Grant.

Course Title: Specialty Cuisine – Electives IV (Bakery & Confectionary)

Type: General Theory

Course Code: CMG504

Credits: 02

Marks: 50

Hours: 30

Prerequisite Courses: THC/Q0404-Chef-de-Partie

Course objectives:

To enable the student to gain in depth knowledge & understanding of:

1. Sugar & Chocolate Confectionery.
2. Sugar craft, making toffees, fudges & jellies.
3. Decorating cakes, chocolate tempering & other chocolate works.

Learning Outcome:

After completion of the course, students will develop an in depth understanding:

1. Of Sugar & Chocolate Confectionery.
2. Of Sugar craft, making toffees, fudges & jellies.
3. Of decorating cakes, chocolate tempering & other chocolate works.

Syllabus

1.		09 Hours
	Sugar & Chocolate Confectionery. Sugar craft, Making fondant, marshmallow, marzipan and gum paste, creating sugar flowers, animal modelling.	
2.		06 Hours
	Toffees, Fudges & Jellies.	
3.		06 Hours
	Draping a cake, styles of decorating cakes	
4.		09 Hours
	Chocolate tempering, chocolate truffle, liquor chocolate, chocolate dipping, ganache, skills & decoration.	

Suggestive Reading (Latest available edition):

1. Edwards W.P., Science of Sugar Confectionery. Publisher: Royal Society of Chemistry.
2. Lees R, Sugar Confectionery and Chocolate Manufacture. Publisher: Springer.
3. Deacon C, Compendium of Cake Decorating Techniques. Publisher: Search Press Ltd.
4. Bali, P. S. - Food Production Operations, Oxford Publication.
5. The Culinary Institute of America, Baking and Pastry: Mastering the Art and Craft, Publisher: John Wiley & Sons.

Course Title: THC/Q0403-Sous Chef

Course Code: CMS501

Marks: 600

Type: Skill (Theory & Practical)

Credits: 18 (Theory & Practical)

Hours: 520

Prerequisite Courses: THC/Q0404-Chef-de-Partie

Learning Outcomes:

Students will have competencies and skills as mentioned in the Qualification Pack of Sous Chef designed by THSC (REFERENCE ID: THC/Q0403, version 1.0)

Package Syllabus: Adopted from National Occupational Standards (NOS) for THSC Qualification Pack(QP)- Sous Chef

Lecture Hours and Marks Distribution as per THSC Qualification Pack (QP) – Sous Chef (THC/Q0403) Occupational Standards

1.	Manage food resources in the kitchen (THC/N0405)	90 Hours
	<ul style="list-style-type: none">• Providing specifications for materials to be purchased• Maintaining food safety while storing materials in the kitchen• Maintaining inventory control• Ensuring efficient use of resources	
2.	Assist in creating new recipes and writing menus (THC/N0406)	85 Hours
	<ul style="list-style-type: none">• Capturing information for planning menus• Assisting in developing menus• Assessing the cost impact of menus	
3.	Manage kitchen operations (THC/N0407)	120 Hours
	<ul style="list-style-type: none">• Assist in designing, implementing and monitoring of kitchen operations• Supervise food production operations• Train and manage kitchen staff• Expedite and ensure quality control	
4.	Perform administrative work (THC/N0408)	85 Hours
	<ul style="list-style-type: none">• Assist in financial management• Assist in business development• Assist in setting up quality management system and conducting internal audits	
5.	Communicate with customer and colleagues (THC/N9901)	10 Hours
	<ul style="list-style-type: none">• Interact with superior• Communicate with colleagues• Communicate effectively with customers	
6.	Maintain customer-centric service orientation (THC/N9902)	10 Hours
	<ul style="list-style-type: none">• Engage with customers for assessing service quality requirements• Achieve customer satisfaction• Fulfil customer requirement	
7.	Maintain standards of etiquette and hospitable conduct (THC/N9903)	10 Hours
	<ul style="list-style-type: none">• Follow behavioural, personal and telephone etiquettes• Treat customers with high degree of respect and professionalism• Achieve customer satisfaction	

8.	Follow gender and age sensitive service practices (THC/N9904)	10 Hours
	<ul style="list-style-type: none"> • Rights and respect to women at workplace; safety measures and procedures for female colleagues and customers; role plays • Specific requirements of different age groups of customers • Situation handling in case of any safety and security threat- role plays 	
9.	Maintain IPR of organization and customer (THC/N9905)	10 Hours
	<ul style="list-style-type: none"> • Intellectual Property Rights: copyrights, patents, trademarks and trade secrets • company's Policies on Intellectual Property Rights • Importance of IPR for competitiveness of a company/business; likely damages resulting from IPR infringement; reporting infringement • Recalling company's product, service or design patents in the event of infringement 	
10.	Maintain health, hygiene and safety at work place (THC/N9906, THC/N9907)	20 Hours
	<ul style="list-style-type: none"> • Different food safety and hygiene standards • Importance of cleanliness and personal hygiene, health risks to the worker or customer • Personal protective equipment(PPE) and their use • Hazards at workplace; fire extinguishers and their use; emergency evacuation procedures; mock drills • Cleaning chemicals and their proper handling and storage; safe cleaning procedure and practice • Waste management: types of waste; garbage separation and proper disposal • Personal Strengths & Value Systems 	
11.	Learn a foreign or local language(s) including English (THC/N9909)	70 Hours
	<ul style="list-style-type: none"> • Gain understanding of common vocabulary required to address customers' queries • Achieve minimal pass standards of language proficiency 	

Suggestive Reading (Latest available edition):

5. Bali P. S. - International Cuisine and Food Production Management, Oxford University press
6. Andrews S, - Textbook of Food & Beverage Management, Tata McGraw Hill.
7. George B, Chatterjee S, - Food and Beverage Service and Management, Jaico Publishing House.
8. Singaravelavan R., - Food and Beverage Service, Oxford University press.

**B. Voc. in Culinary Management
Syllabus (Semester – VI)**

Course Title: Entrepreneurship Development
Course Code: CMG601
Marks: 100

Type: General Theory
Credits: 04
Hours: 60

Prerequisite Courses: None

Course objectives:

To enable the student to

- Understand the basics of entrepreneurship
- Know the preliminary ground work required to start a venture.
- Estimate & prepare various functional plans
- Understand various avenues available for raising required capital.

Learning Outcomes:

On completion of the course the student will be able to

- Understand the basics of entrepreneurship.
- Carryout preliminary ground work required to start a venture.
- Estimate & prepare various functional plans.
- Understand various avenues available for raising required capital.
- Create new ventures and introduce new product and service ideas.

Syllabus

1.		06 Hours
	Basics of Entrepreneurship: Concept, knowledge and skills requirement; characteristic of successful entrepreneurs; role of entrepreneurship in economic development; entrepreneurship process.	
2.		24 Hours
	Starting the venture: Opportunity Scanning, Positioning and Analyzing; Gathering the Resources; generating business idea, creative problem solving, opportunity recognition; environmental scanning, competitor and industry analysis; feasibility study, drawing business plan; preparing project report; presenting business plan to investors.	
3.		15 Hours
	Functional plans: Marketing plan, Organizational plan, Financial plan, Human Resource Plan, Operational Plans, Managing materials; use of Technology.	
4.		12 Hours
	Sources of finance: Debt or equity financing, commercial banks, venture capital; financial institutions, legal issues – intellectual property rights, patents, trademarks, copy rights, trade secrets, licensing; franchising.	
5.		03 Hours
	Rural, Social Entrepreneurship; Sources of External Support.	

Suggestive Reading (Latest available edition):

1. Hisrich, R. D., Peters, M. P. and Shepherd, D. A. Entrepreneurship. Tata McGraw Hill Publishing.
2. Bhargava, S. Entrepreneurial Management. Response Books, Sage Publishing.
3. Tiffany, P. and Peterson, S. D. Business Plans for Dummies. Wiley India.
4. Friend, G. and Zehle, S. Guide to Business Planning The Economist Publication.
5. Desai, V. Entrepreneurial Development: Potential beyond Boundaries. Himalaya.
6. Jain, P.C. Handbook of new Entrepreneurs, Oxford University Press.

Course Title: Event Management

Course Code: CMG602

Marks: 100

Type: General Theory

Credits: 04

Hours: 60

Prerequisite Courses: None

Course objectives:

To enable the student to

- Understand the theoretical concepts, principles and dynamics of changing practices in the event sector.
- Learn creative skills to deal with a range of issues in a wide variety of event contexts.
- Identify and comprehend the issues, tasks and procedures involved in the running of an event.

Learning Outcomes:

On completion of the course the student will be able to

- Demonstrate a thorough understanding of the theoretical concepts, principles and dynamics of changing practices in the event sector.
- Utilize diagnostic and creative skills to deal with a range of issues in a wide variety of event contexts.
- Identify and comprehend the issues, tasks and procedures involved in the running of an event.
- Accept accountability for determining and achieving personal and group outcomes, through the completion of a group project.
- Design, plan, market and stage an event.

Syllabus

1.		12 Hours
	Introduction, Size/type of events, the event team, code of ethics, Concept and design, logistics of the concept; Feasibility- Swot analysis, Legal compliance, stakeholders and official bodies, contracts.	
2.		24 Hours
	Marketing- marketing mix, sponsorship, Promotion- image/branding, advertising, publicity, public relations; Financial management- budget, break-even point, cash-flow analysis, profit and loss account, balance sheet, Risk management- emergency response plans. Management functions- Planning, objectives, prepare an event proposal, planning tools, Organizational Charts, Staffing, Leadership.	
3.		12 Hours
	Protocol- Titles, Dress for formal occasions, protocol for speakers, religious and cultural protocol, protocol for sporting ceremonies, preparing for dignitaries, rules of Flag flying, Staging- choosing the event site, developing the theme, conducting rehearsals, providing services, arranging catering, organizing accommodations.	
4.		12 Hours
	Operations and logistics, Safety and security, Crowd management and evacuation, emergency planning, Monitoring, control, evaluation.	

Suggestive Reading (Latest available edition):

1. Singh, R. K. - Event Management, Aman publication.
2. Sharma, D. - Event Planning & Management-, Deep & Deep Publication.
3. Shannon, K. - The Complete Guide of Successful Event Planning-, Atlantic Publication.
4. Wagen, L. V. D. and Carlos B. R. Event Management For Tourism, Cultural, Business, and Sporting Events. Pearson Prentice Hall.

Course Title: Hospitality Marketing
Course Code: CMG603
Marks: 100

Type: General Theory
Credits: 04
Hours: 60

Prerequisite Courses: None

Course objectives:

To enable the student to

- Understand the importance & necessity/need for marketing Hospitality.
- Understand salient/unique approaches to Marketing of Hospitality industry products.
- Have insightful knowledge of pricing Hospitality products & Product Life Cycle (PLC).

Learning Outcomes:

On completion of the course the student will be able to

- Evaluate, select & employ suitable strategy to market products/services of Hospitality industry.
- Implement marketing decisions using select marketing tools/techniques.

Syllabus

1.		15 Hours
	Introduction, Marketing for Hospitality, Basic concept of need and want; demand, product, service, market and sales. Service Characteristics of Hospitality, 8 P's of marketing mix.	
2.		12 Hours
	The Role of Marketing in Strategic Planning. Marketing environment, Forecasting market demand, Marketing research. Consumer Markets and Consumer Buying Behaviour, Building Customer Loyalty. Organizational Buyer Behaviour of Group Market.	
3.		15 Hours
	Market Segmentation, Targeting, Positioning, Designing and Managing Products & Services, Internal Marketing.	
4.		18 Hours
	Pricing Products: Concept of Value, Approaches, Strategies, and levels, nature of hospitality product, Stages of launching a new product, Product life cycle (PLC). Case studies.	

Suggestive Reading (Latest available edition):

1. Kotler, P., John, R. and Makens, J. C. Marketing for Hospitality and Tourism. Prentice.
2. Chaudhary, M. Tourism Marketing. Oxford University Press.

Course Title: THC/Q0403- Sous Chef

Course Code: CMS601

Marks: 450

Type: Skill (Internship/OJT)

Credits: 18 (Internship/OJT)

Hours: 576

Prerequisite Courses: Semester V, B.Voc Culinary Management.

Hotel Internship/On-Job-Training (OJT) - IV

Internship/On-Job-Training (OJT) would be exclusively in key areas of Food Production Operations in a 3-5 Star Hotel/Resort, comprising of a minimum of 8 hours work each day, 6 days each week for 12 weeks.

Course Objective:

To enable the students to:

- Experience the actual working environment in the industry, gain hands-on practical exposure in Industry and hone their culinary skills.
- Develop and build confidence, enhance learning from real-life situations.
- Learn to cope up/deal with work pressure/stress.
- Identify their key operational area of interest/specialization.

RESPONSIBILITIES OF THE INTERN/TRAINEE

- Should be punctual, attentive and careful while doing work.
- Should be keen to learn and maintain high standards and quality of work.
- Should interact positively with the hotel staff & follow hotel/resort house rules.
- Should be honest and loyal to the hotel and towards their training.
- Should get their evaluation sheet (in given specific format) signed every fortnightly from the HOD/section head of hotel/resort and college faculty guide.
- Gain maximum from the exposure given, to get maximum practical knowledge and skills.
- Should attend the training review sessions / classes regularly.
- Should be prepared for the arduous working condition and should face them positively.
- Should adhere to the prescribed training schedule.
- Should take the initiative to do the work as training is the only time where student can get maximum exposure.
- Should, on completion of internship, prepare/compile project report, containing details of internship & submit the same before internship seminar date along with completed internship evaluation sheet and internship completion certificate issued by hotel/resort.

RESPONSIBILITIES OF THE COLLEGE

- Should give proper briefing to students prior to the industrial training
- Should make the students aware of the industry environment and expectations.
- Should notify the details of training schedule to all the students.
- Should coordinate regularly with the hotel, especially with the training manager.
- Should visit the hotel, wherever possible, to check on the trainees.
- Should sort out any problem between the trainees and the hotel.
- Should take proper feedback every fortnightly from the students during the training.
- Should brief the students about the appraisals and training report.
- Should ensure that change of internship hotel/resort is not permitted once the student has been interviewed, selected.

Learning Outcome:

After completion of the course, students will develop the ability to:

- Work long hours in the industry environment.
- Gain essential culinary skills.
- Manage inter personal relations with co-workers.
- Handle work pressure/stress at work place.
- Identify their key operational area of interest/specialization and gain expertise.
