

1.2.2

Supporting Documents-

Department of Management & Hospitality

**Copy of Syllabus of All Programs Offered
Indicating Credits/Electives Approved by Board**



**Study Scheme & Syllabus of
Bachelor of Hotel Management & Catering Technology
(BHMCT)**

**For
University Main Campus, Constituent Campuses
And Affiliated Colleges**

Batch 2021 Onwards



By

**Department of Academics
I. K. Gujral Punjab Technical University**

I. K. Gujral Punjab Technical University
BHMCT Batch 2021 onwards

Bachelors of Hotel Management & Catering Technology (BHMCT) :
 It is an Under Graduate (UG) Programme of 4 years duration (8 semesters)
Eligibility for Admission: 10+2 Pass in any Stream.

Courses & Examination Scheme:

First Semester

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
			L*	T*	P	Internal	External		
BHMCT101-18	Core Theory	Food Production Foundation-I	3	0	0	40	60	100	3
BHMCT102-18	Practical	Food Production Foundation-I	0	0	4	60	40	100	2
BHMCT103-18	Core Theory	Food & Beverage Service Foundation-I	3	0	0	40	60	100	3
BHMCT104-18	Practical	Food & Beverage Service Foundation-I	0	0	4	60	40	100	2
BHMCT105-18	Core Theory	Front Office Foundation-I	3	0	0	40	60	100	3
BHMCT106-18	Practical	Front Office Foundation-I	0	0	2	60	40	100	1
BHMCT107-18	Core Theory	Accommodation Operations-I	3	0	0	40	60	100	3
BHMCT108-18	Practical	Accommodation Operations-I	0	0	2	60	40	100	1
BTHU103-18	Ability Enhancement Compulsory Course (AECC)-I	English	1	0	0	40	60	100	1
BTHU104-18	Ability Enhancement Compulsory Course (AECC)	English Practical/ Laboratory	0	0	2	30	20	50	1
HE101-18	Ability Enhancement Compulsory Course (AECC)	Human Values, De-addiction and Traffic Rules	3	0	0	40	60	100	3
HVPE-102-18	Ability Enhancement Compulsory Course (AECC)	Human Values, De-addiction and Traffic Rules (Lab/ Seminar)	0	0	1	25	---	25	1
BMPD102-18		Mentoring and Professional Development	0	0	1	25	---	25	1
TOTAL			16	0	16	560	540	1100	25

*A course can either have four Hrs Lecture or Three Hrs Lecture + One Hrs Tutorial as per requirement
 **The Human Values, De-addiction and Traffic Rules (Lab/ Seminar) and Mentoring and Professional Development course will have internal evaluation only.

RF

I. K. Gujral Punjab Technical University
BHMCT Batch 2021 onwards

Second Semester

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
			L*	T*	P	Internal	External		
BHMCT201-18	Core Theory	Food Production Foundation-II	3	0	0	40	60	100	3
BHMCT202-18	Practical	Food Production Foundation-II	0	0	4	60	40	100	2
BHMCT203-18	Core Theory	Food & Beverage Service Foundation-II	3	0	0	40	60	100	3
BHMCT204-18	Practical	Food & Beverage Service Foundation-II	0	0	4	60	40	100	2
BHMCT205-18	Core Theory	Front Office Foundation-II	3	0	0	40	60	100	3
BHMCT206-18	Practical	Front Office Foundation-II	0	0	2	60	40	100	1
BHMCT207-18	Core Theory	Accommodation Operations-II	3	0	0	40	60	100	3
BHMCT208-18	Practical	Accommodation Operations-II	0	0	2	60	40	100	1
EVS102-18	Ability Enhancement Compulsory Course (AECC) -III	Environmental Science	2	0	0	40	60	100	2
BMPD202-18		Mentoring and Professional Development	0	0	1	25	--	25	1
TOTAL			14	0	13	465	460	925	21

*A course can either have four Hrs Lecture or Three Hrs Lecture + One Hrs Tutorial as per requirement

Third Semester

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
			L*	T*	P	Internal	External		
BHMCT301-18	Practical	Food Production Operations- Industry Exposure-1	0	0	12	60	40	100	6
BHMCT302-18	Practical	Food & Beverage Service Operations- Industry Exposure-1	0	0	12	60	40	100	6
BHMCT303-18	Practical	Front Office Operations- Industry Exposure-1	0	0	12	60	40	100	6
BHMCT304-18	Practical	Accommodation Operations Industry Exposure-1	0	0	12	60	40	100	6
BHMCT305-18	Practical	Log Book & Training Report on Industry Exposure	0	0	4	60	40	100	2
BMPD302-18		Mentoring and Professional Development	0	0	1	25	--	25	1
TOTAL			0	0	53	325	200	525	27

*A course can either have four Hrs Lecture or Three Hrs Lecture + One Hrs Tutorial as per requirement

I. K. Gujral Punjab Technical University
BHMCT Batch 2021 onwards

Fourth Semester

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
			L*	T*	P	Internal	External		
BHMCT401-18	Core Theory	Introduction to Indian Cookery	3	0	0	40	60	100	3
BHMCT402-18	Practical	Introduction to Indian Cookery	0	0	4	60	40	100	2
BHMCT403-18	Core Theory	Food & Beverage Service Operations-II	3	0	0	40	60	100	3
BHMCT404-18	Practical	Food & Beverage Service Operations-II	0	0	4	60	40	100	2
BHMCT405-18	Core Theory	Front Office Operations-II	3	0	0	40	60	100	3
BHMCT406-18	Practical	Front Office Operations-II	0	0	2	60	40	100	1
BHMCT407-18	Core Theory	Accommodation Operations-III	3	0	0	40	60	100	3
BHMCT408-18	Practical	Accommodation Operations-III	0	0	2	60	40	100	1
BHMCT409-18	Elective	Accounting Skills for Hospitality	2	0	0	40	60	100	2
BMPD402-18		Mentoring and Professional Development	0	0	1	25	--	25	1
TOTAL			14	0	13	465	460	925	21

*A course can either have four Hrs Lecture or Three Hrs Lecture + One Hrs Tutorial as per requirement

Fifth Semester

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
			L*	T*	P	Internal	External		
BHMCT501-18	Core Theory	Larder & Kitchen practices	3	0	0	40	60	100	3
BHMCT502-18	Practical	Larder & Kitchen practices	0	0	4	60	40	100	2
BHMCT503-18	Core Theory	Bar operations & Management	3	0	0	40	60	100	3
BHMCT504-18	Practical	Bar operations & Management	0	0	4	60	40	100	2
BHMCT505-18	Core Theory	Front Office Operations & Management	3	0	0	40	60	100	3
BHMCT506-18	Practical	Front Office Operations & Management	0	0	2	60	40	100	1
BHMCT507-18	Core Theory	Accommodation Operations & Management	3	0	0	40	60	100	3
BHMCT508-18	Practical	Accommodation Operations & Management	0	0	2	60	40	100	1
BHMCT509-18	Elective	Food & Beverage controls and Management	2	0	0	40	60	100	2
BMPD502-18		Mentoring and Professional Development	0	0	1	25	--	25	1
TOTAL			14	0	13	465	460	925	925

I. K. Gujral Punjab Technical University
BHMCT Batch 2021 onwards

*A course can either have four Hrs Lecture or Three Hrs Lecture + One Hrs Tutorial as per requirement

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

I. K. Gujral Punjab Technical University
BHMCT Batch 2021 onwards

Sixth Semester

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
			L*	T*	P	Internal	External		
BHMCT601-18	Core Theory	International cuisine- An Exploration	3	0	0	40	60	100	3
BHMCT602-18	Practical	International cuisine- An Exploration	0	0	4	60	40	100	2
BHMCT603-18	Core Theory	Banquet and restaurant operations & Management	3	0	0	40	60	100	3
BHMCT604-18	Practical	Banquet and restaurant operations & Management	0	0	4	60	40	100	2
BHMCT605-18	Core Theory	Front Office Management	3	0	0	40	60	100	3
BHMCT606-18	Practical	Front Office Management	0	0	2	60	40	100	1
BHMCT607-18	Core Theory	Accommodation Management	3	0	0	40	60	100	3
BHMCT608-18	Practical	Accommodation Management	0	0	2	60	40	100	1
BHMCT609-18	Elective	Principles of Management	2	0	0	40	60	100	2
BMPD602-18		Mentoring and Professional Development	0	0	1	25	--	25	1
TOTAL			14	0	13	465	460	925	21

*A course can either have four Hrs Lecture or Three Hrs Lecture + One Hrs Tutorial as per requirement

Seventh Semester

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
			L*	T*	P	Internal	External		
BHMCT701-18	Core Theory	Specialization-I	3	0	0	40	60	100	3
BHMCT702-18	Practical	Specialization-I	0	0	4	60	40	100	2
BHMCT703-18	Core Theory	Specialization-II	3	0	0	40	60	100	3
BHMCT704-18	Practical	Specialization-II	0	0	4	60	40	100	2
BHMCT705-18	Core Theory	Principles of Marketing	3	0	0	40	60	100	3
BHMCT706-18	Core Theory	Financial Management	3	0	0	60	40	100	3
BHMCT707-18	Core Theory	Entrepreneurship	3	0	0	40	60	100	3
BHMCT708-18	Practical	Project Report	0	0	2	00	100	100	1
BHMCT709-18	Elective	Facility Planning	2	0	0	40	60	100	2
BMPD702-18		Mentoring and Professional Development	0	0	1	25	--	25	1
TOTAL			17	0	11	405	520	925	23

*A course can either have four Hrs Lecture or Three Hrs Lecture + One Hrs Tutorial as per requirement

I. K. Gujral Punjab Technical University
BHMCT Batch 2021 onwards

NOTE: Student has to choose one group out of following as Specialization –I and Specialization-II
 NOTE: Student has to choose one group out of following as Specialization –I and Specialization-II

	SPECIALIZATION – I	SPECIALIZATION-II
GROUP A	Food Production Management	Tandoor-Principle, concept and application
GROUP B	Food& Beverage Service Management	Event Management
GROUP C	Front Office Management	Tour & Travel Management
GROUP D	Accommodation Management	Interior Decoration

Eighth Semester

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
			L*	T*	P	Internal	External		
BHMCT801-18	Practical	Specialized Hospitality Training	0	0	16 week	00	200	200	8
BHMCT802-18	Practical	Project Report on emerging trends in hospitality Industry	0	0	05	00	100	100	4
BMPD802-18		Mentoring and Professional Development	0	0	01	25	-	25	1
TOTAL			0	0		25	300	325	13

*A course can either have four Hrs Lecture or Three Hrs Lecture + One Hrs Tutorial as per requirement

Head
 Department of Management & Hospitality
 I.K. Gujral Punjab Technical University
 Kapurthala-144603

Program Outcome (PO's)

Graduate of BHMCT Program will demonstrate:

PO1: Graduate will have knowledge of Operations in Hospitality Services Industry

PO2: Graduate will be able to perform various tasks, duties and other activities in the operation of the hotels, restaurants, in accordance with the Standard Operating Procedures.

PO3: Graduate will have the ability to analyse the situation or identifies problems, and be able to formulate a suitable solution & implement the same in Food & Beverage Service and accommodation operations.

PO4: Graduate will be able to demonstrate the ability to develop, examine, question, and explore perspectives or alternatives to problems in hospitality operations.

PO5: Graduate will be able to use professional written and oral communication skills to communicate effectively.

PO6: Graduate will be able to pursue entrepreneurial endeavours.

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



FIRST SEMESTER

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



COURSE CODE:	BHMCT-101																																			
COURSE TITLE:	FOOD PRODUCTION FOUNDATION I (THEORY)																																			
COURSE OBJECTIVES:	CO1. To develop understanding of basics of Food Production. CO2. To develop ability to compare and illustrate various methods of cooking. CO3. To gain understanding on Kitchen organisation structure and Food production. CO4. Learner will able to explain the importance of basics of cooking.																																			
Syllabus Mapping	<table border="1"> <thead> <tr> <th>Course Outcome</th> <th>PO1</th> <th>PO2</th> <th>PO3</th> <th>PO4</th> <th>PO5</th> <th>PO6</th> </tr> </thead> <tbody> <tr> <td>CO1</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>CO2</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>CO3</td> <td>✓</td> <td></td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>CO4</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> </tbody> </table>	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6	CO1	✓	✓	✓	✓	✓	✓	CO2	✓	✓	✓	✓	✓	✓	CO3	✓		✓	✓	✓	✓	CO4	✓	✓	✓	✓	✓	✓
Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6																														
CO1	✓	✓	✓	✓	✓	✓																														
CO2	✓	✓	✓	✓	✓	✓																														
CO3	✓		✓	✓	✓	✓																														
CO4	✓	✓	✓	✓	✓	✓																														
EVALUATION:	The performance of the students will be evaluated on the basis of class participation, house tests, regularity and assignments carrying 40 percent of the total marks and rest through semester end examination of 3 hours duration.																																			
INSTRUCTIONS FOR PAPER SETTING:	The paper will be divided in three parts Part A: There will be ten short answer questions covering whole syllabus of course. This part will be of 20 marks. Part B: There will be Five questions covering whole syllabus of course and student has to attempt four questions. Each question carries Five marks each. Part C: There will be Three questions covering whole syllabus of course and student has to attempt Two questions. Each question carries 10 marks each.																																			
UNIT-1	INTRODUCTION TO COOKERY: Levels of skills and experiences, Attitudes and behaviour in the kitchen, Personal hygiene, Uniforms & protective clothing, Safety procedure in handling equipment CULINARY HISTORY: Origin of modern cookery Classical and New World Cuisine, Different styles cookery: oriental, European, Continental, Pan American HIERARCHY AREA OF DEPARTMENT AND KITCHEN: Classical Brigade, Modern staffing in various category hotels, Roles of executive chef, Duties and responsibilities of various chefs, Co-operation with other departments General Layout Of the kitchen in organisations, layout of receiving areas, layout of service & wash up CULINARY TERMS: List of culinary (common and basic) terms, Explanation with examples AIMS & OBJECTS OF COOKING FOOD: Aims and objectives of cooking food, Various textures, Various consistencies, Techniques used in pre-preparation, Techniques used in preparation HACCP - Practices in food handling & storage CONVERSION TABLES: American, British measures and its equivalents																																			
UNIT-2	Fuels used in catering industry: Types of fuel used in catering industry; calorific value; comparative study of different fuels, Calculation of amount of fuel required and cost. Gas: method of transfer, LPG and its properties; principles of Bunsen burner, precautions to be taken while handling gas; low and high-pressure burners, Gas bank, location, different types of manifolds																																			

RB

	<p>FIRE PREVENTION AND FIRE FIGHTING SYSTEM: Classes of fire, methods of extinguishing fires (Demonstration), Fire extinguishers, portable and stationery, Fire detectors and alarm, Automatic fire detectors cum extinguishing devices, Structural protection, Legal requirements</p> <p>METHODS OF COOKING FOOD: Roasting, Grilling, Frying, Baking, Broiling, Poaching, Boiling:-Principles of each of the above, Care and precautions to be taken, Selection of food for each type of cooking.</p>
<p>UNIT-3</p>	<p>BASIC PRINCIPLES OF FOOD PRODUCTION</p> <p>VEGETABLE AND FRUIT COOKERY: Introduction – classification of vegetables, Pigments and colour changes, Effects of heat on vegetables, Cuts of vegetables, Classification of fruits, Uses of fruit in cookery.</p> <p>STOCKS: Definition of stock, Types of stock, Preparation of stock, Recipes, Storage of stocks, Uses of stocks, Care and precautions</p> <p>SAUCES: Classification of sauces, Recipes for mother sauces, Storage & precautions</p> <p>SOUPS: Classification with examples, Basic recipes of Consommé with 10 Garnishes and other soups.</p> <p>EGG COOKERY: Introduction to egg cookery, Structure of an egg, Selection of egg, Uses of egg in cookery</p> <p>SALADS AND SANDWICHES: Salads & its compositions Types Of Lettuce , Types of Dressing, Emerging trends in salad making, Sandwiches History origin and its Different types</p>
<p>UNIT-4</p>	<p>COMMODITIES:</p> <p>i) SHORTENINGS (Fats & Oils): Role of Shortenings, Varieties of Shortenings, Advantages and Disadvantages of using various Shortenings, Fats & Oil – Types, varieties</p> <p>ii) RAISING AGENTS: Classification of Raising Agents, Role of Raising Agents, Actions and Reactions</p> <p>iii) THICKENING AGENTS: Classification of thickening agents, Role of Thickening agents</p> <p>iv) HERBS & SPICES : Uses its Importance & it's different types</p> <p>Kitchen Organisation and Layout: General layout of Kitchen in various organisations, layout of receiving areas, layout of service and washup areas</p>
<p>REFERENCES:</p>	<ul style="list-style-type: none"> • The Professional Chef (4th Edition) By Le Rol A.Polsom • The Professional Pastry Chef, Fourth Edition By Bo Friberg Publisher: Wiley & Sons INC • Theory of Catering By Kinton & Cessarani • Theory of Cookery By K Arora, Publisher: Frank Brothers • Accompaniments & Garnishes from waiter; Communicate: Fuller J. Barrie & Jenkins • Bakery & Confectionery By S. C Dubey, Publisher: Society of Indian Bakers • Modern Cookery (Vol-I) By Philip E. Thangam, Publisher: Orient Longman • Practical Cookery By Kinton & Cessarani

Head
 Department of Management & Hospitality
 I.K. Gujral Punjab Technical University
 Kapurthala-144603



I. K. Gujral Punjab Technical University
BHMCT Batch 2021 onwards

COURSE CODE:	BHMCT-102						
COURSE TITLE:	FOOD PRODUCTION FOUNDATION I (PRACTICALS) (PART A)						
Course Outcome	CO1. To be able to list and relate to kitchen equipment's and their handling. CO2. To develop the ability to classify different vegetables along with the cuts. CO3. Students will learn and compare various methods of cooking used in Food Production. CO4. Students will be able to apply the hands on learning to prepare various dishes.						
Syllabus Mapping	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2	✓	✓	✓	✓	✓	✓
	CO3	✓	✓	✓		✓	✓
	CO4	✓	✓	✓	✓	✓	✓
EVALUATION:	The performance of the students will be evaluated on the basis of class participation, house tests, regularity and assignments carrying 60 percent of the total marks and rest through semester end examination of 4 hours duration.						
INSTRUCTIONS FOR PAPER EVALUATION	This paper consist of two sections Part A and Part B Part A will be : PRACTICAL'S OF FOOD PRODUCTION OF 30 MARKS Part B will be: BAKERY & PATISSERIE of 10 MARKS						
S.No	Topic						Method
1	<ul style="list-style-type: none"> • i) Equipments - Identification, Description, Uses & handling • ii) Hygiene - Kitchen etiquettes, Practices & knife handling • iii) Safety and security in kitchen 						Demonstrations & simple applications
2	<ul style="list-style-type: none"> i) Vegetables - classification ii) Cuts - julienne, jardinière, macedoines, brunoise, paysanne, mignonnete, dices, cubes, shred, mirepoix iii) Preparation of salad dressings 						Demonstrations & simple applications by students
3	Identification and Selection of Ingredients - Qualitative and quantitative measures.						Market survey/tour
4	<ul style="list-style-type: none"> i) Basic Cooking methods and pre-preparations ii) Blanching of Tomatoes and Capsicum iii) Preparation of concasse iv) Boiling (potatoes, Beans, Cauliflower, etc) v) Frying - (deep frying, shallow frying, sautéing) Aubergines, Potatoes, etc. vi) Braising - Onions, Leeks, Cabbage vii) Starch cooking (Rice, Pasta, Potatoes) 						Demonstrations & simple applications by students
5	<ul style="list-style-type: none"> i) Stocks - Types of stocks (White and Brown stock) ii) Fish stock iii) Emergency stock iv) Fungi stock 						Demonstrations & simple applications by students
6	Sauces - Basic mother sauces <ul style="list-style-type: none"> • Béchamel • Espagnole • Veloute • Hollandaise • Mayonnaise • Tomato 	Head Department of Management & Hospitality I.K. Gujral Punjab Technical University Kapurthala-144603					Demonstrations & simple applications
7	Egg cookery - Preparation of variety of egg dishes						Demonstrations &

Handwritten signature

	<ul style="list-style-type: none"> • Boiled (Soft & Hard) • Fried (Sunny side up, Single fried, Bull's Eye, Double fried) • Poaches • Scrambled • Omelette (Plain, Stuffed, Spanish) • En cocotte (eggs Benedict) 	simple applications by students
8	<p>Simple Salads:</p> <ul style="list-style-type: none"> • Cole slaw, • Potato salad, • Beet root salad, • Green salad, • Fruit salad, • Consommé <p>Simple Egg preparations:</p> <ul style="list-style-type: none"> • Scotch egg, • Assorted omelettes, • Oeuf Florentine • Oeuf Benedict • Oeuf Farci • Oeuf Portugese • Oeuf Deur Mayonnaise <p>Soups Preparations:</p> <ul style="list-style-type: none"> • Cream Soups • Puree Soups • Consomme <p>Simple potato preparations</p> <ul style="list-style-type: none"> • Baked potatoes • Mashed potatoes • French fries • Roasted potatoes • Boiled potatoes • Lyonnaise potatoes • Allumettes <p>Vegetable preparations</p> <ul style="list-style-type: none"> • Boiled vegetables • Glazed vegetables • Fried vegetables • Stewed vegetables. <p>Sandwiches</p> <ul style="list-style-type: none"> • Open • Club • Closed • Canapé • Zukuskis • Pin wheel • Checkers board 	Demonstration by instructor and applications by students
9	Demonstration & Preparation of simple menu	Demonstrations & simple applications by students
PART B - BAKERY & PATISSERIE (PRACTICAL)		
10	Equipments	Demonstration by

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

	<ul style="list-style-type: none"> • Identification • Uses and handling <p>Ingredients - Qualitative and quantitative measures</p>	instructor and applications by students
11	<p>BREAD MAKING</p> <ul style="list-style-type: none"> • Demonstration & Preparation of Simple and enriched bread recipes • Bread Loaf (White and Brown) • Bread Rolls (Various shapes) • French Bread • Brioche 	Demonstration by instructor and applications by students
12	<p>SIMPLE CAKES</p> <ul style="list-style-type: none"> • Demonstration & Preparation of Simple and enriched Cakes, recipes • Sponge, Genoise, Fatless, Swiss roll • Fruit Cake • Rich Cakes • Dundee • Madeira 	
13	<p>SIMPLE COOKIES</p> <ul style="list-style-type: none"> • Demonstration and Preparation of simple cookies like • Nan Khatai • Golden Goodies • Melting moments • Swiss tart • Tri colour biscuits • Chocolate chip • Cookies • Chocolate Cream Fingers • Bachelor Buttons. 	Demonstration by instructor and applications by students
14	<p>HOT / COLD DESSERTS</p> <ul style="list-style-type: none"> • Caramel Custard, • Bread and Butter Pudding • Queen of Pudding • Soufflé - Lemon / Pineapple • Mousse (Chocolate Coffee) • Bavaroise • Diplomat Pudding • Apricot Pudding • Steamed Pudding - Albert Pudding, Cabinet Pudding 	Demonstration by instructor and applications by students

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

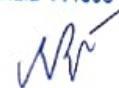
COURSE CODE:	BHMCT-103																																			
COURSE TITLE:	FOOD & BEVERAGE SERVICE FOUNDATION I (THEORY)																																			
COURSE OUTCOMES:	<p>CO1. Course inculcates knowledge about various food outlets and their characteristics.</p> <p>CO2. Students will be able to understand and explain various F&B equipment's and their usages.</p> <p>CO3. To develop the ability to understand the intricacies in preparation of Restaurant operations.</p> <p>CO4. Student will be able to classify and illustrate on food service principles and procedures.</p>																																			
SYLLABUS MAPPING	<table border="1"> <thead> <tr> <th>Course Outcome</th> <th>PO1</th> <th>PO2</th> <th>PO3</th> <th>PO4</th> <th>PO5</th> <th>PO6</th> </tr> </thead> <tbody> <tr> <td>CO1</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>CO2</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>CO3</td> <td>✓</td> <td>✓</td> <td></td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>CO4</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> </tbody> </table>	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6	CO1	✓	✓	✓	✓	✓	✓	CO2	✓	✓	✓	✓	✓	✓	CO3	✓	✓		✓	✓	✓	CO4	✓	✓	✓	✓	✓	✓
Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6																														
CO1	✓	✓	✓	✓	✓	✓																														
CO2	✓	✓	✓	✓	✓	✓																														
CO3	✓	✓		✓	✓	✓																														
CO4	✓	✓	✓	✓	✓	✓																														
EVALUATION:	The performance of the students will be evaluated on the basis of class Participation, house tests, regularity and assignments carrying 40 percent of the total marks and rest through semester end examination of 3 hours duration.																																			
INSTRUCTIONS FOR PAPER SETTING:	<p>The paper will be divided in three parts</p> <p>Part A: There will be ten short answer questions covering whole syllabus of course. This part will be of 20 marks.</p> <p>Part B: There will be Five questions covering whole syllabus of course and student has to attempt four questions. Each question carries Five marks each.</p> <p>Part C: There will be Three questions covering whole syllabus of course and student has to attempt Two questions. Each question carries 10 marks each.</p>																																			
UNIT-1	INTRODUCTION TO FOOD AND BEVERAGE INDUSTRY:- Introduction to Food & Beverage Service Industry, Types of catering operations– commercial, welfare, transport, others. Role of catering establishment in the hospitality industry																																			
UNIT-2	FOOD SERVICE AREAS (F & B OUTLETS) Restaurants, Coffee Shop, Bar, Banquet, Cafeteria, Fast Food (Quick Service Restaurants), Grill Room, Vending Machines, Discothèque ANCILLIARY DEPARTMENTS:- Pantry, Food pick-up area, Store, Linen room, Kitchen stewarding																																			
UNIT-3	DEPARTMENTAL ORGANISATION & STAFFING: Organization of F&B department of hotel, Principal staff of various types of F&B operations, Job Descriptions & Job Specifications of F& B Service Staff, French terms related to F&B staff, Attributes of F&B Personnel, Inter and Intra departmental relationship.																																			
UNIT-4	F & B SERVICE EQUIPMENT:- Familiarization & Selection factors of:- Cutlery, Crockery, Glassware, Flatware, Hollowware, All other equipment used in F&B Service, French terms related to the above PREPARATION FOR SERVICE: Organising Mise-en-scene, Organising Mise-en-place NON-ALCOHOLIC BEVERAGES: Classification (Nourishing, Stimulating and Refreshing), Tea- Origin, Manufacture, Types & Brands, Coffee- Origin, Manufacture, Types & Brands, Juices and Soft Drinks																																			



I. K. Gujral Punjab Technical University
BHMCT Batch 2021 onwards

	Beverages - Origin & Manufacture
REFERENCES:	<ul style="list-style-type: none">• Food & Beverage Service- Bobby George & Sandeep Chatterjee, Jaico Publishing House• Food & Beverage Service- R. Singaravelavan, Oxford University Press, New Delhi.• Food & Beverage Service - Dennis R. Lillicrap. & John .A. Cousins. Publisher: ELBS• Food & Beverage Service Training Manual - Sudhir Andrews, Tata McGrawHill.• The Waiter Handbook By Graham Brown, Publisher: Global Books & Subscription Services New Delhi.

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



I. K. Gujral Punjab Technical University
BHMCT Batch 2021 onwards

COURSE CODE:	BHMCT-104						
COURSE TITLE:	FOOD & BEVERAGE SERVICE FOUNDATION I (PRACTICAL)						
COURSE OUTCOME	CO1. Students will be able to List and name various Restaurant equipment's. CO2. Students will practice basic service skills used in F&B Outlets. CO3. Students will be able to learn how to setup the restaurant before service. CO4. Student will be able to learn service of various non-alcoholic beverages.						
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2	✓	✓	✓	✓	✓	✓
	CO3	✓	✓	✓	✓	✓	✓
	CO4	✓	✓	✓	✓	✓	✓
EVALUATION:	The performance of the students will be evaluated on the basis of class participation, house tests, regularity and assignments carrying 60 percent of the total marks and rest through semester end examination of 4 hours duration.						
INSTRUCTIONS FOR EXTERNAL EXAMINER	The performance of the students will be evaluated on the basis of his performance during the examination out of 40 marks						
S.No	Topic						
1.	Familiarization of F&B Service equipment						
2.	Basic Technical Skills Task-01: Holding Service Spoon & Fork Task-02: Carrying a Tray / Salver Task-03: Laying a Table Cloth Task-04: Changing a Table Cloth during service Task-05: Placing meal plates & Clearing soiled plates Task-06: Stocking Sideboard Task-07: Service of Water Task-08: Using Service Plate & Crumbing Down Task-09: Napkin Folds Task-10: Changing dirty ashtray Task-11: Wiping of Tableware, Chinaware, Glassware						
3.	PREPARATION FOR SERVICE (RESTAURANT) A. Organizing Mise-en-scene			B. Organizing Mise-en-Place C. Opening, Operating & Closing duties			
4.	Briefing/debriefing						
5.	Tea & Coffee Service						
COURSE CODE	BHMCT – 105						
COURSE TITLE	FRONT OFFICE FOUNDATION I (THEORY)						
COURSE OUTCOME	CO1 To understand the work ethics towards customer care and satisfaction and its basic skills & knowledge of front office. CO2 Students will be able to outline and explain hospitality industry and its importance. CO3 Students will be able to endorse classification of hotels & describe the most distinctive feature of each. CO4 Student will be able to analyse, evaluate & discuss front office organization.						

Head
 Department of Management & Hospitality
 I.K. Gujral Punjab Technical University
 Kapurthala-144603

Handwritten signature

I. K. Gujral Punjab Technical University
BHMCT Batch 2021 onwards

SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2	✓	✓	✓	✓	✓	✓
	CO3		✓	✓	✓	✓	✓
	CO4	✓	✓	✓	✓	✓	✓
EVALUATION	The performance of the students will be evaluated on the basis of class participation, house tests, regularity and assignments. All carrying 40 percent of the total marks and rest 60 percent through semester end examination of 3 hr duration.						
INSTRUCTION FOR PAPER SETTING	<p>The paper will be divided in three parts</p> <p>Part A: There will be ten short answer questions covering whole syllabus of course. This part will be of 20 marks.</p> <p>Part B: There will be Five questions covering whole syllabus of course and student has to attempt four questions. Each question carries Five marks each.</p> <p>Part C: There will be Three questions covering whole syllabus of course and student has to attempt Two questions. Each question carries 10 marks each.</p>						
UNIT – 1	<p>INTRODUCTION TO HOSPITALITY INDUSTRY Hospitality and its origin, Tourism and hotel Industry, its importance, and scope, Evolution of Tourism and Hotel Industry, Introduction of World's leading Hotel Operators and their brands, Introduction to Indian leading and emerging Hotel Operators and their brands, Role of Tourism industry in Indian economy with a special emphasis on Hotel Industry.</p>						
UNIT – 2	<p>CLASSIFICATION OF HOTELS A brief introduction to hotel core areas. Classification of Hotels on the basis of Size, Location, Type of guest, Length of stay of guest. Ownership basis :- Independent Hotels, Chain Hotels, Franchise and Management Contracts Hotels, Marketing/Retailing/Consumer's Co-operatives/Referral Groups with examples, Vacation ownership/Time share and Condominium Hotels with examples of hotel groups involved in this business concept.</p> <p>STAR CLASSIFICATION OF HOTELS Government's Classification Committee, Star ratings and Heritage Classifications adopted in India, Basis on which Star ratings are granted along with the Performa of Star Classification.</p> <p>OVERVIEW OF OTHER CONCEPTS Spa, Boutique hotels, All Suite, Budget Hotels, Green Hotels, Ecotels etc., Supplementary/Alternative Accommodations, examples of National and International Hotels with its type, category and classification.</p>						
UNIT – 3	<p>FRONT OFFICE ORGANIZATION Introduction to Front Office in Hotels, Types of Rooms, Sub-sections/Function areas in Front Office Department and their functions in Front Office and hotel in details, Layout of Front Office Department.</p> <p>FRONT OFFICE PERSONNEL Personality traits, Duties and Responsibilities, Hierarchy/ Organizational chart of Front Office Department – Large, Medium and Small hotels/ Resorts/ Hospitality</p>						

(Handwritten Signature)

UNIT - 4	VACATION OWNERSHIP AND CONDOMINIUMS Vacation Ownership/Timeshare, Condominium, How are they different from Hotel business? Deeded ownership and Right to use ownership Types of timeshares/Vacation ownerships, Examples with list of hotel operating companies offering vacation ownerships and Condominium concepts. Front Office Equipment:- automated, semi automated, non automated BELL DESK:- Functions Procedures and Formats. FRENCH To be taught by professional French language teacher, Understanding and uses of accents, orthographic signs and punctuation, knowledge of cardinaux and ordinaux (Ordinal and cardinal), Days, Dates, Time, Months and Seasons.
References	<ul style="list-style-type: none">• Front Office training manual- Sudhir Andrews• Front office operations and management – Jatashankar R. Tewari• Front Office Operations – Colin Dix, Chris Baird• Professional Hotel Front Office Management – Anutosh Bhakta• Hotel Front Office Management – James. A. Bardi• Front Office Operations and Management – Ahmed Ismail (Thompson Delmar)• Front Office Operation Management – S. K. Bhatnagar• Managing Front Office Operations – Micheal Kasavana and brooks• Principles of Front Office Operations – Sue Baker & Jermy Huyton

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



I. K. Gujral Punjab Technical University
BHMCT Batch 2021 onwards

COURSE CODE:	BHMCT – 106						
COURSE TITLE:	FRONT OFFICE FOUNDATION I (PRACTICAL'S)						
Course OUTCOME	CO1 Students will be able to acquire the knowledge of basic front office operations. CO2 Students will be able to analyse, evaluate & learn working of subsections of front office. CO3 Students will be able to demonstrate reservation practices and luggage handling. CO4 They will gain knowledge about functioning of various equipments of Front Office.						
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2	✓	✓	✓	✓	✓	✓
	CO3	✓	✓	✓	✓		✓
	CO4	✓	✓	✓	✓	✓	✓
EVALUATION:	The performance of the students will be evaluated on the basis of class participation, house tests, regularity and assignments carrying 60 percent of the total marks and rest through semester end examination of 4 hours duration.						
INSTRUCTIONS FOR EXTERNAL EXAMINER	The performance of the students will be evaluated on the basis of his performance during the examination out of 40 marks						
S. No.	Topic						
1	<ul style="list-style-type: none"> Grooming and Hospitality etiquettes. Personality traits of front office personnel 						
2	<ul style="list-style-type: none"> Identification of equipments and furniture used in Front Office Department Front Desk Counter and Bell Desk 						
3	<ul style="list-style-type: none"> Countries, their capitals, currencies, airlines and their flags, 						
4	Role Play :- <ul style="list-style-type: none"> Reservations: FIT, Corporate guest and group. Luggage Handling: FIT, Walk-in, Scanty Baggage, regular, crew and group 						
	Great Personalities of Hotel Industry (min 3 personalities to be given as assignment)						

Head
 Department of Management & Hospitality
 I.K. Gujral Punjab Technical University
 Kapurthala-144603



COURSE CODE:	BHMCT-107						
COURSE TITLE:	ACCOMODATION OPERATIONS I (THEORY)						
COURSE OUTCOME:	<p>CO1 Students will be able to acquire knowledge and learn about the significance of accommodation operation and its scope in the service industry.</p> <p>CO2 Students will be able to practically perform various housekeeping operational functions.</p> <p>CO3 Students will enhance their professional skills, etiquette and learn to work in a team.</p> <p>CO4 To develop the handling of various cleaning equipment's and cleaning agents in a scientific and efficient manner.</p>						
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2	✓		✓	✓	✓	✓
	CO3	✓	✓	✓	✓	✓	✓
	CO4	✓	✓	✓	✓	✓	✓
EVALUATION:	The performance of the students will be evaluated on the basis of class participation, house tests, regularity and assignments carrying 40 percent of the total marks and rest through semester end examination of 3 hours duration						
INSTRUCTIONS FOR PAPER SETTING:	<p>The paper will be divided in three parts</p> <p>Part A: There will be ten short answer questions covering whole syllabus of course. This part will be of 20 marks.</p> <p>Part B: There will be Five questions covering whole syllabus of course and student has to attempt four questions. Each question carries Five marks each.</p> <p>Part C: There will be Three questions covering whole syllabus of course and student has to attempt Two questions. Each question carries 10 marks each.</p>						
UNIT-1	THE ROLE OF HOUSEKEEPING IN HOSPITALITY OPERATION: Role of Housekeeping in Guest Satisfaction and Repeat Business, Personality Traits of housekeeping Management Personnel, Layout of the Housekeeping Department overview of sub section of housekeeping department, Role of housekeeping in other institutes. (from 2 nd unit to 1 st)						
UNIT-2	ORGANIZATION CHART OF THE HOUSEKEEPING DEPARTMENT: Hierarchy in small, medium, large and chain hotels, (from 1 st to 2 nd) Identifying Housekeeping Responsibilities, Duties and Responsibilities of Housekeeping staff, Different types of room in a hotel along with their status, standard supplies & amenities of a guest room.(New)						
UNIT-3	<p>CLEANING ORGANISATION: Principles of cleaning, hygiene and safety factors in cleaning, Methods of organizing cleaning, Frequency of cleaning daily, periodic, special, Design features that simplify cleaning, Use and care of Equipment</p> <p>CLEANING OF GUEST ROOM :- type of soil, nature of soil, standard of cleaning, Cleaning of public area,</p> <p>HOUSEKEEPING INVENTORIES: equipments, agents, supplies, linen, uniform (new)</p>						
UNIT-4	PEST CONTROL: Areas of infestation, Preventive measures						

RH

	<p>measure (Sem. 2 to Sem. 1)</p> <p>WASTE DISPOSAL AND POLLUTION CONTROL: Solid and liquid waste, sullage and sewage, disposal of solid waste, Sewage treatment, Pollution related to hotel industry, Water pollution, sewage pollution, Air pollution, noise pollution, thermal pollution, Legal Requirements</p> <p>INTER DEPARTMENTAL RELATIONSHIP: With Front Office, With Maintenance, With Security, With Stores, With Accounts, With Personnel, Use of Computers in House Keeping department</p>
REFERENCES:	<ul style="list-style-type: none">• Hotel Hostel and Hospital Housekeeping –by Joan C Branson & Margaret• Lennox, ELBS with Hodder & Stoughten Ltd.• Hotel House Keeping A Training Manual by Sudhir Andrews, Tata McGraw• Hill publishing company limited New Delhi.• Hotel Housekeeping Operations & Management by Raghubalan, Oxford• University Press.• Management of Hotel & Motel Security (Occupational Safety and Health)• by H. Burstein, CRC Punlisher.• Professional Management of Housekeeping Operations (II Edn.) by Robert• J. Martin & Thomas J.A. Jones, Wiley Publications• The Professional Housekeeper by Tucker Schneider, Wiley Publications• Professional management of Housekeeping by Manoj Madhukar, Rajat• Publications

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



COURSE CODE:	BHMCT-108						
COURSE TITLE:	ACCOMODATION OPERATIONS I(PRACTICALS)						
Course OUTCOME	<p>CO1 Students will be able to identify different layout of room and amenities. CO2 Students will be able to identify the cleaning equipment and cleaning agents and will be able to use in an appropriate & professional manner. CO3 Students will be able to setup all necessary materials and equipment's required for cleaning. CO4 To be able to demonstrate room cleaning as per standard operating procedures</p>						
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	√	√	√	√	√	√
	CO2	√	√	√	√	√	√
	CO3	√	√		√	√	√
	CO4	√	√	√	√	√	√
EVALUATION:	The performance of the students will be evaluated on the basis of class participation, house tests, regularity and assignments carrying 60 percent of the total Marks and rest through semester end examination of 4 hours duration.						
INSTRUCTIONS FOR EXTERNAL EXAMINER	The performance of the students will be evaluated on the basis of his performance during the examination out of 40 marks						
S.No.	Topic						
01	Cleaning Equipment-(manual and mechanical) <ul style="list-style-type: none"> • Familiarization • Different parts • Function • Care and maintenance 						
02	Cleaning Agent <ul style="list-style-type: none"> • Familiarization according to classification • Function 						
3	Maid's trolley <ul style="list-style-type: none"> • Contents • Trolley setup 						
04	Sample Layouts of Guest Rooms <ul style="list-style-type: none"> • Single room • Double room • Twin room • Suite 						
05	Guest Room Supplies and Position <ul style="list-style-type: none"> • Standard room • Suite • VIP room special amenities 						

Head
 Department of Management & Hospitality
 I.K Gujral Punjab Technical University
 Kapurthala-144603



06

Public Area Cleaning Procedure

A. SILVER/ EPNS

- Plate powder method
- Polivit method
- Proprietary solution (Silvo)

C. BRASS

- Traditional/ domestic 1 Method
- Proprietary solution 1 (brasso)

D. GLASS

- Glass cleanser
- Economical method(newspaper)

E. WALL - care and maintenance of different types and parts

- Skirting
- Dado
- Different types of paints(distemper Emulsion, oil paint etc)

AECC BTHU103/18 English:1L 0T 0P 1Credit

Course Outcomes:

CO1 The objective of this course is to introduce students to the theory, fundamentals and tools of communication.

Co2 To develop in them vital communication skills which are integral to their personal, social and professional interactions

CO3 The syllabus shall address the issues relating to the Language of communication.

CO4 To help the students become the independent users of English language.

The recommended readings given at the end are only suggestive; the students and teachers have the freedom to consult other materials on various units/topics given below. Similarly, the questions in the examination will be aimed towards assessing the skills learnt by the students rather than the textual content of the recommended books.

SYLLABUS MAPPING

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
CO1	✓	✓	✓	✓	✓	✓
CO2	✓	✓	✓	✓	✓	✓
CO3	✓	✓	✓	✓	✓	
CO4	✓	✓	✓	✓	✓	✓

Detailed Contents:

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

Unit-1 (Introduction)

- ☐ Theory of Communication
- ☐ Types and modes of Communication

Unit-2 (Language of Communication)

- ☐ Verbal and Non-verbal
(Spoken and Written)
- ☐ Personal, Social and Business
- ☐ Barriers and Strategies
- ☐ Intra-personal, Inter-personal and Group communication

Unit-3 (Reading and Understanding)

- ☐ Close Reading
- ☐ Comprehension
- ☐ Summary Paraphrasing
- ☐ Analysis and Interpretation
- ☐ Translation (from Hindi/Punjabito English and vice-versa)

OR

Brevis writing /Paraphrasing (for International Students)
Literary/Knowledge Texts

Unit-4 (Writing Skills)

- ☐ Documenting
- ☐ Report Writing
- ☐ Making notes
- ☐ Letter writing

Recommended Readings:

1. *Fluency in English - Part II*, Oxford University Press, 2006.
2. *Business English*, Pearson, 2008.
3. *Language, Literature and Creativity*, Orient Blackswan, 2013.
4. *Language through Literature* (forthcoming) ed. Dr. Gauri Mishra, Dr. Ranjana Kaul, Dr. Brati Biswas
5. *On Writing Well*. William Zinsser. Harper Resource Book. 2001
6. *Study Writing*. Liz Hamp-Lyons and Ben Heasley. Cambridge University Press. 2006.

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



AECBTHU104/18 English Practical/Laboratory: 0L 0T 2P1 Credit

Course Outcomes:

CO1 The objective of this course is to introduce students to the theory, fundamentals and tools of communication.

Co2 To develop in them vital communication skills which are integral to their personal, social and professional interactions

CO3 The syllabus shall address the issues relating to the Language of communication.

CO4 To help the students become the independent users of English language.

SYLLABUS MAPPING

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
CO1	✓	✓	✓	✓	✓	✓
CO2	✓	✓	✓	✓	✓	✓
CO3	✓	✓	✓		✓	✓
CO4	✓	✓	✓	✓	✓	✓
CO5	✓	✓	✓		✓	✓

The recommended readings given at the end are only suggestive; the students and teachers have the freedom to consult other materials on various units/topics given below. Similarly, the questions in the examination will be aimed towards assessing the skills learnt by the students rather than the textual content of the recommended books.

Interactive practice sessions in Language Lab on Oral Communication

- ☐ Listening Comprehension
- ☐ Self Introduction, Group Discussion and Role Play
- ☐ Common Everyday Situations: Conversations and Dialogues
- ☐ Communication at Workplace
- ☐ Interviews
- ☐ Formal Presentations
- ☐ Monologue
- ☐ Effective Communication/ Mis- Communication
- ☐ Public Speaking

Recommended Readings:

1. *Fluency in English - Part II*, Oxford University Press, 2006.
2. *Business English*, Pearson, 2008.
3. *Practical English Usage*. Michael Swan. OUP. 1995.
4. *Communication Skills*. Sanjay Kumar and PushpLata. Oxford University Press.2011.
5. *Exercises in Spoken English*. Parts. I-III. CIEFL, Hyderabad. Oxford University Press

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

HVPE101-18 Ability Enhancement Compulsory
Course (AECC)
Human Values, De-addiction and Traffic Rules

Course Objective

This introductory course input is intended

CO1 To help the students appreciate the essential complementarity between 'VALUES' and 'SKILLS' to ensure sustained happiness and prosperity which are the core aspirations of all human beings.

CO2 To facilitate the development of a Holistic perspective among students towards life, profession and happiness, based on a correct understanding of the Human reality and the rest of Existence. Such a holistic perspective forms the basis of Value based living in a natural way.

CO3 To highlight plausible implications of such a Holistic understanding in terms of ethical human conduct, trustful and mutually satisfying human behavior and mutually enriching interaction with Nature.

CO4 this course is intended to provide a much needed orientational input in Value Education to the young enquiring minds.

SYLLABUS MAPPING

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
CO1	✓	✓	✓	✓	✓	✓
CO2	✓	✓	✓	✓	✓	✓
CO3	✓	✓		✓	✓	✓
CO4	✓	✓	✓	✓	✓	✓

Thus, this course is intended to provide a much needed orientational input in Value Education to the young enquiring minds.

Course Methodology

☐ The methodology of this course is universally adaptable, involving a systematic and rational study of the human being vis-à-vis the rest of existence.

☐ It is free from any dogma or value prescriptions.

☐ It is a process of self-investigation and self-exploration, and not of giving sermons.

Whatever is found as truth or reality is stated as proposal and the students are facilitated to verify it in their own light based on their Natural Acceptance and Experiential Validation.

☐ This process of self-exploration takes the form of a dialogue between the teacher and the students to begin with, and within the student himself/herself finally.

☐ This self-exploration also enables them to evaluate their pre-conditionings and present beliefs.

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

HVPE101-18 Ability Enhancement Compulsory
Course (AECC)
Human Values, De-addiction and Traffic Rules
Total no. of Lectures: 28 [L-T- P: 3-0-0]

Content for Lectures:

Module 1: Course Introduction - Need, Basic Guidelines, Content and Process for Value Education[6]

1. Understanding the need, basic guidelines, content and process for Value Education
2. Self Exploration- what is it? - its content and process; 'Natural Acceptance' and 'Experiential Validation' as the mechanism for self exploration
3. Continuous Happiness and Prosperity- A look at basic Human Aspirations
4. Right understanding, Relationship and Physical Facilities- the basic requirements for fulfillment of aspirations of every human being with their correct priority
5. Understanding Happiness and Prosperity correctly- A critical appraisal of the current scenario
6. Method to fulfill the above human aspirations: understanding and living in harmony at various levels

Module 2: Understanding Harmony in the Human Being - Harmony in Myself[6]

7. Understanding human being as a co-existence of the sentient 'I' and the material 'Body'
8. Understanding the needs of Self ('I') and 'Body' - *Sukh and Suvidha*
9. Understanding the Body as an instrument of 'I' (I being the doer, seer and enjoyer)
10. Understanding the characteristics and activities of 'I' and harmony in 'I'
11. Understanding the harmony of I with the Body: *Sanyam and Swasthya*; correct appraisal of Physical needs, meaning of Prosperity in detail
12. Programs to ensure *Sanyam and Swasthya*- Practice Exercises and Case Studies will be taken up in Practice Sessions.

Module 3: Understanding Harmony in the Family and Society- Harmony in Human- Human Relationship[6]

13. Understanding harmony in the Family- the basic unit of human interaction
14. Understanding values in human-human relationship; meaning of *Nyaya* and program for its fulfillment to ensure *Ubhay-tripti*; Trust (*Vishwas*) and Respect (*Samman*) as the foundational values of relationship
15. Understanding the meaning of *Vishwas*; Difference between intention and competence
16. Understanding the meaning of *Samman*, Difference between respect and differentiation; the other salient values in relationship
17. Understanding the harmony in the society (society being an extension of family): *Samadhan, Samridhi, Abhay, Sah-astitva* as comprehensive Human Goals
18. Visualizing a universal harmonious order in society- Undivided Society (*Akhand Samaj*), Universal Order (*Sarvabhaum Vyavastha*) - from family to world family!- Practice Exercises and Case Studies will be taken up in Practice Sessions.

Module 4: Understanding Harmony in the Nature and Existence - Whole existence as Co- existence[4]

19. Understanding the harmony in the Nature
20. Interconnectedness and mutual fulfillment among the four orders of nature- recyclability and self-regulation in nature
21. Understanding Existence as Co-existence (*Sah-astitva*) of mutually interacting units in all-pervasive space
22. Holistic perception of harmony at all levels of existence- Practice Exercises and Case Studies will be taken up in Practice Sessions.

Module 5: Implications of the above Holistic Understanding of Harmony on Professional Ethics[6]

23. Natural acceptance of human values
24. Definitiveness of Ethical Human Conduct
25. Basis for Humanistic Education, Humanistic Constitution and Humanistic Universal Order
26. Competence in professional ethics:
a) Ability to utilize the professional competence for augmenting universal human values

- b) Ability to identify the scope and characteristics of people-friendly and eco-friendly production systems,
c) Ability to identify and develop appropriate technologies and management patterns for above production systems.
27. Casestudiesoftypicalholistictechnologies,managementmodelsandproduction systems
28. Strategy for transition from the present state to Universal Human Order:
a) At the level of individual: as socially and ecologically responsible engineers, technologists and managers
b) At the level of society: as mutually enriching institutions and organizations

Text Book

R R Gaur, R Sangal, G P Bagaria, 2009, *A Foundation Course in Value Education*.

Reference Books

1. Ivan Illich, 1974, *Energy & Equity*, The Trinity Press, Worcester, and HarperCollins, USA
2. E.F. Schumacher, 1973, *Small is Beautiful: a study of economics as if people mattered*, Blond & Briggs, Britain.
3. A Nagraj, 1998, *JeevanVidyaekParichay*, Divya Path Sansthan, Amarkantak.
4. Sussan George, 1976, *How the Other Half Dies*, Penguin Press. Reprinted 1986, 1991
5. PL Dhar, RR Gaur, 1990, *Science and Humanism*, Commonwealth Purblishers.
6. A.N. Tripathy, 2003, *Human Values*, New Age International Publishers.
7. SubhasPalekar, 2000, *How to practice Natural Farming*, Pracheen(Vaidik) Krishi TantraShodh, Amravati.
8. Jonella H. Meadows, Dennis L. Meadows, Jorgen Randers, William W. Behrens III, 1972, *Limits to Growth - Club of Rome's report*, Universe Books.
9. E G Seebauer & Robert L. Berry, 2000, *Fundamentals of Ethics for Scientists & Engineers*, Oxford University Press
10. M Govindrajan, S Natrajan & V.S. Senthil Kumar, *Engineering Ethics (including HumanValues)*, Eastern Economy Edition, Prentice Hall of India Ltd.
11. B P Banerjee, 2005, *Foundations of Ethics and Management*, Excel Books.
12. B L Bajpai, 2004, *Indian Ethos and Modern Management*, New Royal Book Co., Lucknow. Reprinted 2008.

Relevant CDs, Movies, Documentaries & Other Literature:

1. Value Education website, <http://uhv.ac.in>
2. Story of Stuff, <http://www.storyofstuff.com>
3. Al Gore, *An Inconvenient Truth*, Paramount Classics, USA
4. Charlie Chaplin, *Modern Times*, United Artists, USA
5. IIT Delhi, *Modern Technology - the Untold Story*

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

HVPE102-18 Ability Enhancement Compulsory

Course (AECC) Human Values, De-addiction and Traffic Rules (Lab/ Seminar)

One each seminar will be organized on Drug De-addiction and Traffic Rules. Eminent scholar and experts of the subject will be called for the Seminar at least once during the semester. It will be binding for all the students to attend the seminar.

Course Objectives

CO1 To help the students appreciate the essential complementarity between 'VALUES' and 'SKILLS' to ensure sustained happiness and prosperity which are the core aspirations of all human beings.

CO2 To facilitate the development of a Holistic perspective among students towards life, profession and happiness, based on a correct understanding of the Human reality and the rest of Existence. Such a holistic perspective forms the basis of Value based living in a natural way.

CO3 To highlight plausible implications of such a Holistic understanding in terms of ethical human conduct, trustful and mutually satisfying human behavior and mutually enriching interaction with Nature.

CO4 this course is intended to provide a much needed orientational input in Value Education to the young enquiring minds.

SYLLABUS MAPPING

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
CO1	✓	✓	✓	✓	✓	✓
CO2	✓		✓	✓	✓	✓
CO3	✓	✓	✓	✓	✓	✓
CO4	✓	✓	✓	✓	✓	✓

Guidelines regarding Mentoring and Professional Development

The objective of mentoring will be development of:

- ☑ Overall Personality
- ☑ Aptitude (Technical and General)
- ☑ General Awareness (Current Affairs and GK)
- ☑ Communication Skills
- ☑ Presentation Skills

The course shall be split in two sections i.e. outdoor activities and class activities. For achieving the above, suggestive list of activities to be conducted are:

Part - A (Class Activities)

1. Expert and video lectures
2. Aptitude Test
3. Group Discussion
4. Quiz (General/Technical)
5. Presentations by the students
6. Team building Exercises

Part - B (Outdoor Activities)

1. Sports/NSS/NGC

2. Society Activities of various students chapter i.e. ISTE, SCIE, SAE, CSI, Cultural Club, etc.

Evaluation shall be based on rubrics for Part - A & B

Mentors/Faculty incharge shall maintain proper record student wise of each activity conducted and the same shall be submitted to the department.

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

SECOND SEMESTER

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

I. K. Gujral Punjab Technical University
BHMCT Batch 2021 onwards

COURSE CODE:	BHMCT-201						
COURSE TITLE:	FOOD PRODUCTION FOUNDATION -II (THEORY)						
COURSE OUTCOME:	<p>CO1.Learners will be able to understand the usages of different spices, condiments & commodities used in Indian Cuisine.</p> <p>CO2. To gain knowledge to develop Menu keeping in mind the importance.</p> <p>CO3. To let students familiarize with various meats cuts and their use in Food Production.</p> <p>CO4. Learners will be able to understand the usages of different types of ingredients in bakery & confectionary preparations.</p>						
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2	✓	✓	✓	✓	✓	✓
	CO3	✓	✓		✓	✓	✓
	CO4	✓	✓	✓	✓	✓	✓
VALUATION:	The performance of the students will be evaluated on the basis of class participation, house tests, regularity and assignments carrying 40 percent of the total credit and rest through semester end examination of 3 hours duration.						
INSTRUCTIONS FOR PAPER SETTING:	<p>The paper will be divided in two parts</p> <p>Part A: There will be ten short answer questions covering whole syllabus of course. This part will be of 20 marks.</p> <p>Part B: Students will have to attempt four questions in total, one question from each unit with one internal choice. All questions will carry equal marks (10 marks each). Each Unit will contain two questions and there may be short notes in these questions.</p>						
UNIT-1	<p>MENU PLANNING: Meaning Types and importance. Menu Engineering its need and Importance.</p> <p>INTRODUCTION TO INDIAN COOKERY BASICS.</p> <p>Introduction to Indian food, Spices used in Indian cookery, Role of spices in Indian cookery, Indian equivalent of spices (names) MASALAS: Blending of spices, Different masalas used in Indian cookery-Wetmasalas, Dry masalas, Composition of different masalas, Varieties of masalas available in regional areas, Special masalas blends</p> <p>Gravies : Different types Haryali, Makhni, Shahi/white, Chopped Masala, karahai, Yellow Gravy</p> <p>Basic Tandoori Preparations Indian marinades and Pastes</p> <p>Commodities in Indian cuisine:- Souring Agents, colouring agents, tenderizing agent, Flavouring & Aromatic Agents, Spicing Agents</p> <p>RICE, CEREALS & PULSES: Introduction, Classification and identification, Cooking of rice, cereals and pulses, Varieties of rice and other cereals</p>						
UNIT-2	<p>MEAT COOKERY: Introduction to meat cookery, Cuts of beef/veal, Cut of lamb/mutton, Cut of pork, Variety meats (offal's), Poultry, (With menu examples of each)</p> <p>FISH COOKERY: Introduction to fish cookery, classification of fish with examples, Cuts of fish with menu examples, Selection of fish and shell fish, Cooking of fish (Effects of heat)</p>						
UNIT-3	<p>PASTRY: Shortcrust, Laminated, Choux, Hotwater/Rough puff, Recipes and methods of preparation, Differences, Uses of each pastry, Care to be taken while preparing pastry, Role of each ingredient, Temperature of baking pastry</p> <p>Flour: Structure of wheat, Types of Wheat, Types of Flour, Processing of Wheat - Flour, Uses of Flour in Food Production, Cooking of Flour (Starch)</p> <p>SIMPLE BREADS: Principles of bread making, Simple yeast breads, Role of each ingredient in bread making, Baking temperature and its importance</p> <p>PASTRY CREAMS: Basic pastry creams, Uses in confectionery, Preparation of Pastry Creams</p>						

Handwritten signature

	production
UNIT-4	BASICCOMMODITIES: Milk-Introduction,ProcessingofMilk,Pasteurisation-Homogenisation,TypesofMilk-Skimmedand Condensed, Nutritive Value, Cream-Introduction, Processing of Cream, Types of Cream Cheese-Introduction, Processing of Cheese, Types of Cheese,Classification of Cheese, Curing of Cheese, Uses of Cheese Butter-Introduction, Processing of Butter, Types of Butter. Sugar: Its Importance, types of sugar, cooking Of Sugar- Various Temperature
REFERENCES:	<ul style="list-style-type: none">☑ The Professional Chef (4th Edition) By Le RolA.Polsom☑ The Professional Pastry Chef, Fourth Edition By Bo Friberg Publisher: Wiley & Sons INC☑ Theory of Catering By Kinton&Cessarani☑ Theory of Cookery By K Arora, Publisher: Frank Brothers☑ Accompaniments & Garnishes from waiter; Communicate: Fuller J. Barrie & Jenkins☑ Bakery & Confectionery By S. C Dubey, Publisher: Society of Indian Bakers☑ Modern Cookery (Vol-I) By Philip E. Thangam, Publisher: Orient Longman☑ Practical Cookery By Kinton&Cessarani

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



COURSE CODE:	BHMCT-202						
COURSE TITLE:	FOOD PRODUCTION FOUNDATION-II (PRACTICAL) (PART A)						
COURSE OUTCOME	<p>CO1. Students will be able to identify various cuts of poultry and meat items, along with its preparation & uses.</p> <p>CO2. Students will be able to experience the production of various types of Soups and Salads. CO3. To practically prepare dishes from Indian cuisine along with dessert items.</p> <p>CO3. Students will be able to practice the production of basic bakery & confectionary products such as breads, pastries & cakes.</p>						
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2	✓	✓	✓	✓	✓	✓
	CO3	✓	✓	✓	✓	✓	✓
EVALUATION:	The performance of the students will be evaluated on the basis of class participation, house tests, regularity and assignments carrying 20 percent of the total credit and rest through semester end examination of 4 hours duration.						
INSTRUCTIONS FOR PAPER EVALUATION	<p>This paper consist of two sections Part A and Part B</p> <p>The Paper is of 50 Marks which it will be divided into two parts</p> <p>Part A: PRACTICAL'S OF FOOD PRODUCTION OF 20 MARKS</p> <p>Part B: BAKERY & PATISSERIE of 10 MARKS</p>						
Sr.No.	Topic						Method
1	<ul style="list-style-type: none"> ☐ Meat - Identification of various cuts, Carcass demonstration ☐ Preparation of basic cuts-Lamb and Pork Chops , Tornado, Fillet, Steaks and Escalope ☐ Fish-Identification & Classification ☐ Cuts and Folds of fish 						Demonstrations & simple application
2	<ul style="list-style-type: none"> ☐ Identification, Selection and processing of Meat, Fish and poultry. ☐ Slaughtering and dressing 						Demonstrations at the site in local Area/Slaughtering house/Mark et
3	<p>Preparation of menu</p> <p>Salads & soups- Waldrof salad, Fruit salad, Russian salad, saladenicoise,</p> <p>Soups preparation: Chowder, Bisque, Veloute, Broth International soups</p>						Demonstration by instructor and applications by students
4	<p>Chicken, Mutton and Fish Preparations-</p> <p>Fish orly, a la anglaise, colbert, meuniere, poached, baked Entrée-Lamb stew, hot pot, shepherd's pie, grilled steaks & lamb/Porkchops, Roast chicken, grilled chicken, Leg of Lamb, Beef</p>						Demonstration by instructor and applications by students
5	<p>Indian cookery-</p> <p>Rice dishes, Breads, Main course, Basic Vegetables, Paneer Preparations Marinades, Paste and Tandoori Preparation of Meat, fish Vegetables and Paneer</p>						Demonstration by instructor and applications by students
PART B	BAKERY & PATISSERIE (PRACTICAL)						
Sr.No.	Topic						Method
1	<p>PASTRY:</p> <p>Demonstration and Preparation of dishes using varieties of Pastry</p> <ul style="list-style-type: none"> ☐ Short Crust - Jam tarts, Turnovers 						Demonstration by instructor and applications by students

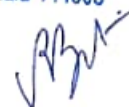
Department of Management & Hospitality
 I.K. Gujral Punjab Technical University
 Kapurthala-144603



**I. K. Gujral Punjab Technical University
BHMCT Batch 2021 onwards**

	<input type="checkbox"/> Laminated - Palmiers, Khara Biscuits, Danish Pastry, CreamHorns <input type="checkbox"/> Choux Paste - Eclairs, Profiteroles	
2	COLD SWEET <input type="checkbox"/> Honeycomb mould <input type="checkbox"/> Butterscotch sponge <input type="checkbox"/> Coffee mousse <input type="checkbox"/> Lemon sponge <input type="checkbox"/> Trifle <input type="checkbox"/> Blancmange <input type="checkbox"/> Chocolate mousse <input type="checkbox"/> Lemon soufflé	Demonstration by instructor and applications by students
3	HOT SWEET <input type="checkbox"/> Bread & butter pudding <input type="checkbox"/> Caramel custard <input type="checkbox"/> Albert pudding <input type="checkbox"/> Christmas pudding	Demonstration by instructor and applications by students
4	INDIAN SWEETS Simple ones such as chicuti, gajjarhalwa, kheer	Demonstration by instructor and applications by students

Head
 Department of Management & Hospitality
 I.K. Gujral Punjab Technical University
 Kapurthala-144603



COURSE CODE:	BHMCT-203						
COURSE TITLE:	FOOD & BEVERAGE SERVICETION FOUNDA -II (THEORY)						
COURSE OUTCOME:	<p>CO1. Students will be able to enhance knowledge by learning about various types of food service techniques.</p> <p>CO2. To gain expertise about the basics of Menu Planning.</p> <p>CO3. Students will be able to undergo the process of In Room Dining.</p> <p>CO4. To gain knowledge about the use and objective of Tobacco in Restaurant sector.</p>						
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2	✓	✓	✓	✓	✓	✓
	CO3	✓	✓	✓	✓	✓	✓
	CO4	✓		✓	✓	✓	✓
EVALUATION:	The performance of the students will be evaluated on the basis of class participation, house tests, regularity and assignments carrying 40 percent of the total credit and rest through semester end examination of 3 hours duration.						
INSTRUCTIONS FOR PAPER SETTING:	<p>The paper will be divided in two parts</p> <p>Part A: There will be ten short answer questions covering whole syllabus of Course. This part will be of 20 marks.</p> <p>Part B: Students will have to attempt four questions in total, one question from each unit with one internal choice. All questions will carry equal marks (10 marks each). Each Unit will contain two questions and there may be short notes in these questions.</p>						
UNIT-1	TYPES OF FOOD SERVICE: Silver service, American service, French service, Russian service, Gueridon service, Assisted service, Self-service, Single point service, Specialised Service.						
UNIT-2	<p>MENU PLANNING: Origin of Menu, Objectives of Menu Planning, Factors to be considered while planning a menu, Menu terminology, Types of Menu, Courses of French Classical Menu-Sequence, Examples from each course, Cover of each course, Accompaniments, French Names of dishes</p> <p>Types of Meals: Early Morning Tea, Breakfast (English, American Continental, Indian), Brunch, Lunch, Afternoon/High Tea, Dinner, Supper</p>						
UNIT-3	<p>ROOM SERVICE: Introduction, personnel, taking the order, routing the order, preparing the order, delivering the order, providing amenities, Room service menu, sequence of service, Forms & formats.</p> <p>SALE CONTROL SYSTEM: KOT/Bill Control System (Manual)-Triplicate Checking System, Duplicate Checking System, Check and bill system, Service with order, computerized system, circumstantial KOT, Alcoholic Beverage order, Billing</p>						
UNIT-4	<p>TOBACCO: History, Processing for cigarettes, pipe tobacco & cigars,</p> <p>Cigarettes - Types and Brand names, Pipe Tobacco - Types and Brand names</p> <p>Cigars - shapes, sizes, colours and Brand names, Care and Storage of cigarettes & cigars</p>						

REFERENCES

- Food & Beverage Service- Bobby George & Sandeep Chatterjee, Jaico Publishing House
 - Food & Beverage Service- R. Singaravelavan, Oxford University Press, New Delhi.
 - Food & Beverage Service - Dennis R. Lillcrap. & John .A. Cousins. Publisher: ELBS
 - Food & Beverage Service Training Manual - Sudhir Andrews, Tata McGrawHill.
 - The Waiter Handbook By Gram Brown, Publisher: Global Books & Subscription Services New Delhi
- Food and Beverage Service - Vijay Dhawan

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

COURSE CODE:	BHMCT-204						
COURSE TITLE:	FOOD & BEVERAGE SERVICE FOUNDATION-II (PRACTICAL)						
COURSE OUTCOME	CO1. Students will be able to lay tables for different meals in Restaurant Operations. CO2. Students will be confident to handle Guests during Restaurants Service. Co3. To gain knowledge on various issues faced in the Food Service Industry and ways to resolve the same. CO4. Students will be practically able to serve Cigars & Cigarettes.						
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2	✓		✓	✓	✓	✓
	CO3	✓	✓	✓	✓	✓	✓
	CO4	✓	✓	✓	✓	✓	✓
EVALUATION:	The performance of the students will be evaluated on the basis of class participation, housetests, regularity and assignments carrying 20 percent of the total credit and rest through semester end examination of 4 hours duration.						
INSTRUCTIONS FOR EXTERNAL EXAMINER	The performance of the students will be evaluated on the basis of his performance during the examination out of 30 marks						
S.No.	TOPIC						
1.	REVIEW OF SEMESTER -1						
2.	PROCEDURE FOR SERVICE OF A MEAL Task-01: Taking Guest Reservations Task-02: Receiving & Seating of Guests Task-03: Order taking & Recording Task-04: Order processing (passing orders to the kitchen) Task-05: Sequence of service Task-06: Presentation & Encashing the Bill Task-07: Presenting & collecting Guest comment cards Task-08: Seeing off the Guests						
3.	TABLE LAY-UP & SERVICE Task-01: A La Carte Cover Task-02: Table d' Hote Cover Task-03: English Breakfast Cover Task-04: American Breakfast Cover Task-05: Continental Breakfast Cover Task-06: Indian Breakfast Cover Task-07: Afternoon Tea Cover Task-08: High Tea Cover TRAY/TROLLEY SET-UP & SERVICE Task-01: Room Service Tray Setup Task-02: Room Service Trolley Setup						
4.	Social Skills Task-01: Handling Guest Complaints Task-02: Telephone manners Task-03: Dining & Service etiquettes						
5.	Special Food Service - (Cover, Accompaniments & Service) Task-01: Classical Hors d' oeuvre- Oysters, Caviar, Smoke Salmon, Pate de Foie Gras, Snails, Melon, Grapefruit, Asparagus Task-02: Cheese Task-03: Dessert (Fresh Fruit & Nuts)						

Head
 Department of Management & Hospitality
 I.K. Gujral Punjab Technical University
 Kapurthala-144603



	Service of Tobacco Cigarettes and Cigar
6.	Compiling of a menu in French, Service of Non-alcoholic beverages

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



COURSE CODE:	BHMCT - 205						
COURSE TITLE:	FRONT OFFICE FOUNDATION II (THEORY)						
COURSE OUTCOME:	<p>CO1 Student will be able to understand the usage of Room tariff structure, fixation and various types of plan.</p> <p>CO2 Student will know the process of guest cycle and reservation procedure & systems.</p> <p>CO3 Student will be able to develop knowledge of registration process and execute guest handling.</p> <p>CO4 Student will acquire knowhow on various tasks in front desk function.</p>						
SYLLABUS OUTCOME	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2	✓	✓	✓	✓	✓	✓
	CO3	✓	✓	✓		✓	✓
	CO4	✓	✓	✓	✓	✓	✓
EVALUATION:	The performance of the students will be evaluated on the basis of class participation, house tests, regularity and assignments carrying 40 percent of the total credit and rest through semester end examination of 3 hours duration.						
INSTRUCTION FOR PAPER SETTING:	<p>The paper will be divided into two parts</p> <p>Part A: There will be ten short answer questions covering whole syllabus of course. This part will be of 20 marks.</p> <p>Part B: Students will have to attempt four questions in total, one question from each unit with one internal choice. All questions will carry equal marks (10 marks each). Each unit will contain two questions and there may be short notes in these questions.</p>						
UNIT - 1	<p>TARIFF STRUCTURE</p> <p>Tariff Structure, Rack Rate, Discounted rates, Tariff card and its use, Hotel Day rate, Basis of Charging Room Rent, Various factors affecting Room rent, Fixing Room Tariffs through Cost based pricing & Market based pricing, Rule of Thumb, Hubbart formula</p> <p>Front Office Coordination, Meal Plans, and Type of Guests</p> <p>Role of Tour operators and Travel agents in hotel business, Meal Plans –Type, needs and use of such plans, Type of Guests – FIT, VIP, CIP, GIT, Business travellers, Special interest tours, domestic, foreigner etc, Front Office coordination with different departments in hotels.</p>						
UNIT - 2	<p>GUEST CYCLE AND RESERVATIONS</p> <p>Introduction to guest cycle – Pre arrival, Arrival, During guest stay, Departure and After departure, Reservation and its importance, Basic tools of reservation – Room Status Board, ALC, DCC with formats, Handling reservation and reservation form with formats, Modes of Payment while reservation – an introduction, Sources of Reservation, Systems of Reservation, Types of Reservations, Cancellations and Amendments, , Reservation reports and statistics Overbooking, Upselling, No show, Walk-in guest, scanty baggage, stay over, over stay, under stay, early arrival, turn away, time limit, overstay etc.</p>						
UNIT - 3	<p>REGISTRATION</p> <p>Registration and its importance, Types of registration records – Bound book register, loose leaf register and Guest Registration Card (GRC) and their formats</p> <p>GUEST HANDLING, Preregistration activities, Procedure of Guest Handling – Pre arrival, On Arrival and Post Arrival procedures, Handling reserved guests, Procedure for Handling Free Individual Traveller (FIT), Chance guests, VIP, Group arrival, Foreigner guest (C-forms, Foreign currency exchange), Single Lady guest, Corporate guest, Layover passenger, Check-in for guest holding Discount voucher, Turn-away guest</p>						
UNIT - 4	<p>FRONT DESK FUNCTIONS</p> <p>Procedure for Room Assignment, Room not clear, Wash and Change Room,</p>						

Handwritten signature

I. K. Gujral Punjab Technical University
BHMCT Batch 2021 onwards

	<p>Complimentary stay, Suite Check-in, Upgrading a guest, Downgrading a guest, Handling request for Late Check-out, Precautions for Scanty Baggage guest, Guest Stationery, Handling request for Rental Equipment, Up selling, Material Requisition, Shift Briefing, Morning and Afternoon Shift Handover, Night Shift Handover, Guest Relations, Courtesy Calls, Room amenities for Corporate/VVIP/CIP guest, Handling Awkward guests, Room Change Procedure, Handling Mails, Message and Paging, Key control procedures.</p>
References	<ul style="list-style-type: none"> ⑦ Front Office training manual- Sudhir Andrews ⑦ Front office operations and management- Jatashankar R. Tewari ⑦ Front Office Operations - Colin Dix, Chris Baird ⑦ Professional Hotel Front Office Management- Anutosh Bhakta ⑦ Hotel Front Office Management - James. A. Bardi ⑦ Front Office Operations and Management - Ahmed Ismail(Thompson Delmar) ⑦ Front Office Operation Management - S. K. Bhatnagar ⑦ Managing Front Office Operations - Micheal Kasavana and brooks ⑦ Principles of Front Office Operations - Sue Baker & Jermy Huyton ⑦ Check-in check-out - Jerome Valley ⑦ A Manual of Hotel Reception - J. R. S. Beavis, S. Medlik Heinemann Professional

Head
 Department of Management & Hospitality
 I.K. Gujral Punjab Technical University
 Kapurthala-144603



COURSE CODE:	BHMCT - 206						
COURSE TITLE:	FRONT OFFICE FOUNDATION F -II (PRACTICALS)						
COURSE OBJECTIVE	<p>CO1 Students will learn the basic process of welcoming Guests. CO2 Students will be able to understand the preparation of various forms and formats used in front office. CO3 Students will be able to learn, analyse and execute handling guest registration process. CO4 Students will be able to handle major Key related issues.</p>						
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2	✓		✓	✓	✓	✓
	CO3	✓	✓	✓	✓	✓	✓
	CO4	✓	✓	✓	✓	✓	✓
EVALUATION:	The performance of the students will be evaluated on the basis of class participation, house tests, regularity and assignments carrying 20 percent of the total credit and rest through semester end examination of 4 hours duration.						
INSTRUCTIONS FOR EXTERNAL EXAMINER	The performance of the students will be evaluated on the basis of his performance during the examination out of 30 marks						
Sr.No.	Topic						
1.	☐ Review of Semester one						
2.	☐ Welcoming/Greeting of guest						
	☐ Providing Information to the Guest						
	☐ Telephone handling, How to handle enquiries						
	☐ Suggestive selling						
3.	☐ Filling up of various Forms and Formats						
4.	☐ Registrations: FIT, VIP, Corporate, Groups/Crew						
	☐ Security Deposit Box Handling						
	☐ Credit Card Handling Procedure						
	☐ Foreign Currency Exchange Procedure						
5	Introduction to PMS						
	1. Hot function keys						
	2. Create and update guest profiles						
	3. Make FIT reservation						
	4. Send confirmation letters						
	5. Printing registration cards						
	6. Make an Add-on reservation						
	7. Amend a reservation						
	8. Cancel a reservation-with deposit and without deposit						
	9. Log onto cashier code						
	10. Process a reservation deposit						
	11. Pre-register a guest						
	12. Put message and locator for a guest						
	13. Put trace for guest						
	14. Check in a reserved guest						
	15. Check in day use						
	16. Check -in a walk-in guest						
	17. Maintain guest history						
18. Issue a new key							

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

- | | |
|--|--|
| | <ol style="list-style-type: none">19. Verify a key20. Cancel a key21. Issue a duplicate key22. Extend a key23. Programme keys continuously24. Re-programme keys25. Programme one key for two rooms |
|--|--|

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

COURSE CODE: BHMCT-207
COURSE TITLE: ACCOMODATION OPERATIONS-II (THEORY)
COURSE OBJECTIVES:

- CO1 Students will acquire knowledge about handling & usage of different cleaning agents.
- CO2 Students will be able to learn about the knowhow of various surface cleaning procedures.
- CO3 Students will be able to learn how to fill various housekeeping forms and formats.
- CO4 Students will be able to understand the importance of Interdepartmental relations

SYLLABUS MAPPING

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
CO1	✓	✓	✓	✓	✓	✓
CO2	✓	✓	✓	✓		✓
CO3	✓	✓	✓	✓	✓	✓
CO4	✓	✓	✓	✓	✓	✓

EVALUATION: The performance of the students will be evaluated on the basis of class participation house tests, regularity and assignments carrying 40 percent of the total credit and rest through semester end examination of 3 hours duration.

INSTRUCTIONS FOR PAPER SETTING

The performance of the students will be evaluated on the basis of class participation house tests, regularity and assignments carrying 20 percent of the total credit and rest through semester end examination of 3 hours duration.

UNIT-1 CLEANING AGENTS:

General Criteria for selection, Polishes, Floor seats, Use care and Storage, Distribution and Controls,
AREA CLEANING: Guest rooms, Front-of-the-house Areas, Back-of-the house Areas, Work routine and associated problems e.g. high traffic areas, Façade cleaning etc.

WATER SYSTEMS IN HOTEL: Water distribution system in a hotel, Cold water systems in India, Hardness of water, water softening, base exchange method (Demonstration), Cold water cistern swimming pools, Hot water supply system in hotels, Flushing system, water taps, traps and closets Classification, Use of Ecofriendly products in Housekeeping. (HE)

UNIT-2 COMPOSITION, CARE AND CLEANING OF DIFFERENT SURFACES

Metals, Glass, Leather, Leatherites, Rexines, Plastic, Ceramics, Wood, Wall finishes Floor Finishes,

UNIT-3 ROUTINE SYSTEMS AND RECORDS OF HOUSE KEEPING (3rd to 2nd)

DEPARTMENT: Reporting Staff placement, Room Occupancy Report, Guest Room Inspection, Entering Checklists, Floor Register, Work Orders, Log Sheet, Lost and Found Register and Enquiry File, Maid's Report and Housekeeper's Report Handover Records, Guest's Special Requests Register, Record of Special Cleaning Call Register, VIP Lists Guest room layout, type of bed & mattresses

UNIT-4 KEYS:

Types of keys, Computerized key cards, Key control

OVERVIEW OF MAINTENANCE DEPARTMENT: Roll, Responsibilities, Importance of maintenance department in the hotel industry with emphasis on it, relation with other departments of the hotel. Preventive and breakdown maintenance comparisons (HE)

REFERENCES:

- Hotel Hostel and Hospital Housekeeping -by Joan C Branson & Margaret Lennox, ELBS with Holder & Stoughton Ltd.
- Hotel House Keeping a Training Manual by Sudhir Andrews, Tata McGraw Hill publishing company limited New Delhi.
- Hotel Housekeeping Operations & Management by Raghubalan, Oxford University Press.
- Management of Hotel & Motel Security (Occupational Safety and Health) by H. H. Burstein, CRC Publisher.
- Professional Management of Housekeeping Operations (II Edn.) by Robert J. Martin & Thomas J. A. Jones, Wiley Publications

Department of Management & Hospitality
 I.K. Gujral Punjab Technical University
 Kapurthala-144603

I. K. Gujral Punjab Technical University
BHMCT Batch 2021 onwards

- The Professional Housekeeper by Tucker Schneider, Wiley Publications
- Professional management of Housekeeping by Manoj Madhukar, Rajat Publications

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



I. K. Gujral Punjab Technical University
BHMCT Batch 2021 onwards

COURSE CODE:	BHMCT208-18						
COURSE TITLE:	ACCOMODATION OPERATIONS-II (PRACTICALS)						
COURSE OUTCOME	CO1 Students will be practically able to perform room cleaning and replenishing of guest supplies. CO2 Students will be able to understand the intricacies of bed making procedure. CO3 Students will have exposure on filling various forms and formats & their usage. CO4 To gain knowledge to inspect a room as per standard Operating Procedures.						
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2	✓	✓	✓	✓	✓	✓
	CO3	✓	✓		✓	✓	✓
	CO4	✓	✓	✓	✓	✓	✓
EVALUATION:	The performance of the students will be evaluated on the basis of class participation, house tests, regularity and assignments carrying 20 percent of the total credit and rest through semester end examination of 4 hours duration.						
INSTRUCTIONS FOR EXTERNAL EXAMINER	The performance of the students will be evaluated on the basis of his performance during the examination out of 30 marks						
Sr.No.	Topic						
01	Review of semester 1						
02	Servicing guest room (checkout/ occupied and vacant) ROOM Task 1- open curtain and adjust lighting . Task 2- clean ash and remove trays if any Task 3- strip and make bed Task 4- dust and clean drawers and replenish supplies Task 5- dust and clean furniture, clockwise or anticlockwise Task 6- clean mirror Task 7- replenish all supplies Task 8- clean and replenish minibar Task 9- vacuum clean carpet Task 10- check for stains and spot cleaning BATHROOM Task 1- disposed soiled linen Task 2- clean ashtray Task 3- clean WC Task 4- clean bath and bath area Task 5- wipe and clean shower curtain Task 6- clean mirror Task 7- clean tooth glass Task 8- clean vanity unit Task 9- replenish bath supplies Task 10- mop the floor						
03	Bed making supplies (day bed/ night bed) Step 1- spread the first sheet (from one side) Step 2- make miter corner (on both corner of your side) Step 3- spread second sheet (upside down) Step 4- spread blanket Step 5- Spread crinkle sheet Step 6- make two folds on head side with all three (second sheet, blanket and crinkle sheet)						

Head
 Department of Management & Hospitality
 I.K. Gujral Punjab Technical University
 Kapurthala-144603



	<p>Step 7- tuck the folds on your side</p> <p>Step 8- make miter corner with all three on your side</p> <p>Step 9- change side and finish the bed in the same way</p> <p>Step 10- spread the bed spread and place pillow</p>
04	<p>Records</p> <ul style="list-style-type: none"> <input type="checkbox"/> Room occupancy report <input type="checkbox"/> Checklist <input type="checkbox"/> Floor register <input type="checkbox"/> Work/ maintenance order] <input type="checkbox"/> Lost and found <input type="checkbox"/> Maid's report <input type="checkbox"/> Housekeeper's report <input type="checkbox"/> Log book <input type="checkbox"/> Guest special request register <input type="checkbox"/> Record of special cleaning <input type="checkbox"/> Call register <input type="checkbox"/> VIP list <input type="checkbox"/> Floor linen book/ register
05	<p>Guest room inspection</p>
06	<p>Minibar management</p> <ul style="list-style-type: none"> <input type="checkbox"/> Issue <input type="checkbox"/> stock taking <input type="checkbox"/> checking expiry date
07	<p>Handling room linen/ guest supplies</p> <ul style="list-style-type: none"> <input type="checkbox"/> maintaining register/ record <input type="checkbox"/> replenishing floor pantry <input type="checkbox"/> stock taking
08	<p>Guest handling</p> <ul style="list-style-type: none"> <input type="checkbox"/> Guest request <input type="checkbox"/> Guest complaints

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



Ability Enhancement Compulsory Course

EVS102-18 Environmental Studies

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
						Internal	External		
EVS102-18	Ability Enhancement Compulsory Course(AECC)-III	Environmental Studies	2	0	0	40	60	100	2

Course Outcomes:

CO1 Students will enable to understand environmental problems at local and national level through literature and general awareness

CO2 The students will gain practical knowledge by visiting wild life areas, environmental institutes and various personalities who have done practical work on various environmental Issues.

CO3 The students will apply interdisciplinary approach to understand key environmental issues and critically analyze them to explore the possibilities to mitigate these problems

CO4 Reflect critically about their roles and identities as citizens, consumers and environmental actors in a complex, interconnected world

SYLLABUS MAPPING

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
CO1	✓	✓	✓	✓	✓	✓
CO2	✓	✓	✓	✓	✓	✓
CO3	✓	✓	✓	✓	✓	✓
CO4	✓	✓	✓	✓	✓	✓

UNIT-1: Introduction to Environmental Studies

Interdisciplinary nature of Environmental Studies: Scope & Importance
 Need for Public Awareness

UNIT-2: Ecosystems

Concept of an Ecosystem: Structure & functions of an ecosystem (Producers, Consumers & Decomposers)

Energy Flow in an ecosystem: Food Chain, Food web and Ecological Pyramids

Characteristic features, structure & functions of following Ecosystems:

- Forest Ecosystem
- Aquatic Ecosystem (Ponds, Lakes, River & Ocean)

UNIT-3: Natural Resources

Renewable & Non-renewable resources

Forest Resources: Their uses, functions & values (Biodiversity conservation, role in climate change, medicines) & threats (Overexploitation, Deforestation, Timber extraction, Agriculture Pressure), Forest Conservation Act

Water Resources: Their uses (Agriculture, Domestic & Industrial), functions & values, Overexploitation and Pollution of Ground & Surface water resources (Case study of Punjab), Water Conservation, Rainwater Harvesting,

Land Resources: Land as a resource; Land degradation, soil erosion and desertification

Energy Resources: Renewable & non-renewable energy resources, use of alternate energy resources (Solar, Wind, Hydro, Geothermal, Biomass)

(Signature)

Wind, Biomass, Thermal), Urban problems related to Energy

UNIT-4: Biodiversity & its conservation

Types of Biodiversity: Species, Genetic & Ecosystem India as a mega biodiversity nation, Biodiversity hot spots and biogeographic regions of India Examples of Endangered & Endemic species of India, Red data book

UNIT-5: Environmental Pollution & Social Issues

Types, Causes, Effects & Control of Air, Water, Soil & Noise Pollution

Nuclear hazards and accidents & Health risks

Global Climate Change: Global warming, Ozone depletion, Acid rain, Melting of Glaciers & Ice caps, Rising sea levels

Environmental disasters: Earthquakes, Floods, Cyclones, Landslides

UNIT-6: Field Work

Visit to a National Park, Biosphere Reserve, Wildlife Sanctuary

Documentation & preparation of a Biodiversity (flora & fauna) register of campus/river/forest

Visit to a local polluted site : Urban/Rural/Industrial/Agricultural

Identification & Photography of resident or migratory birds, insects (butterflies) Public hearing on environmental issues in a village

Suggested Readings:

1. Bharucha, E. Text Book for Environmental Studies. University Grants Commission, New Delhi.
2. Agarwal, K.C. 2001 Environmental Biology, Nidi Publ. Ltd. Bikaner.
3. Bharucha Erach, The Biodiversity of India, Mapin Publishing Pvt. Ltd., Ahmedabad - 380 013, India, Email: mapin@icenet.net (R)
4. Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc. 480p
5. Clark R.S., Marine Pollution, Clarendon Press Oxford (TB)
6. Cunningham, W.P. Cooper, T.H. Gorhani, E & Hepworth, M.T. 2001, Environmental Encyclopedia, Jaico Publ. House, Mumabai, 1196p
7. De A.K., Environmental Chemistry, Wiley Eastern Ltd.
8. Down to Earth, Centre for Science and Environment (R)
9. Gleick, H.P. 1993. Water in crisis, Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute Oxford Univ. Press. 473p
10. Hawkins R.E., Encyclopedia of Indian Natural History, Bombay Natural History Society, Bombay (R)
11. Heywood, V.H & Waston, R.T. 1995. Global Biodiversity Assessment. Cambridge Univ. Press 1140p.
12. Jadhav, H & Bhosale, V.M. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi 284 p.
13. Mckinney, M.L. & School, R.M. 1996. Environmental Science systems & Solutions, Web enhanced edition. p.
14. Mhaskar A.K., Matter Hazardous, Techno-Science Publication (TB)
15. Miller T.G. Jr. Environmental Science, Wadsworth Publishing Co. (TB)
16. Odum, E.P. 1971. Fundamentals of Ecology. W.B. Saunders Co. USA, 574p
17. Rao M N. & Datta, A.K. 1987. Waste Water treatment. Oxford & IBH Publ. Co. Pvt. Ltd. 345p.
18. Sharma B.K., 2001. Environmental Chemistry. Geol Publ. House, Meerut
19. Survey of the Environment, The Hindu (M)
20. Townsend C., Harper J, and Michael Begon, Essentials of Ecology, Blackwell Science (TB)
21. Trivedi R. K. and P.K. Goel, Introduction to air pollution, Techno-Science Publication (TB)
22. Wanger K.D., 1998 Environmental Management. W.B. Saunders Co. Philadelphia, USA 499p

Guidelines regarding Mentoring and Professional Development

CO1 Students will actively participate in various classroom activities like expert talk, aptitude test, Group Discussion and quiz which in turn help them improve communication skills.

CO4 students will be able to analyse and discuss on various issues raised in Group Discussions.

CO3 Students will have various outdoor activities which in turn helps them with team building.

CO4 Students will be able to be more confident.

SYLLABUS MAPPING

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
CO1	✓	✓	✓	✓	✓	✓
CO2	✓	✓	✓	✓	✓	✓
CO3	✓	✓	✓		✓	✓
CO4	✓	✓	✓	✓	✓	✓

The objective of mentoring will be development of:

- ☐ Overall Personality
- ☐ Aptitude (Technical and General)
- ☐ General Awareness (Current Affairs and GK)
- ☐ Communication Skills
- ☐ Presentation Skills

The course shall be split in two sections i.e. outdoor activities and class activities. For achieving the above, suggestive list of activities to be conducted are:

Part - A (Class Activities)

1. Expert and video lectures
2. Aptitude Test
3. Group Discussion
4. Quiz (General/Technical)
5. Presentations by the students
6. Team building Exercises

Part - B (Outdoor Activities)

3. Sports/NSS/NCC

4. Society Activities of various students chapter i.e. ISTE, SCIE, SAE, CSI, Cultural Club, etc.

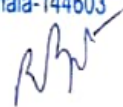
Evaluation shall be based on rubrics for Part - A & B

Mentors/Faculty incharges shall maintain proper record student wise of each activity conducted and the same shall be submitted to the department.

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

THIRD SEMESTER

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



COURSECODE:	BHMCT301-18 - to BHMCT305-18						
COURSE TITLE:	INDUSTRIAL TRAINING						
DURATION:	Minimum 22-24 Weeks with coverage of the following operational department of a full service hotel. <input type="checkbox"/> Food production <input type="checkbox"/> Food and beverage service <input type="checkbox"/> Accommodation service						
COURSE OUTCOME:	CO1 The students will gain practical exposure in real life business activity under the supervision of industry experts. CO2 They will also learn to co-relate theoretical knowledge with practical realities. CO3 Students will manage to learn in teams whilst on Training at a Hotel CO4 They will enhance their interpersonal skills while working in Industry						
SYLLABUS OUTCOME	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2	✓	✓	✓	✓	✓	✓
	CO3	✓	✓	✓	✓	✓	✓
	CO4	✓	✓	✓	✓	✓	✓
INSTRUCTIONS FOR EXTERNAL EXAMINER:	The performance of the students will be evaluated on the basis of Departmental Certificate Issued by the Hotel assigned for Training and VIVA VOICE conducted in the college after the completion of training.						
	Documents to be submitted after successful completion of INTERNSHIP: <input type="checkbox"/> Training Log - Book (To be issued by Learning Centre) <input type="checkbox"/> Departmental Appraisal Forms - to be filled and signed by the supervisor <input type="checkbox"/> Training Report <input type="checkbox"/> Training Certificate from the concerned organization						

Guidelines regarding Mentoring and Professional Development

- CO1 Students will actively participate in various classroom activities like expert talk, aptitude test, Group Discussion and quiz which in turn help them improve communication skills.
 CO2 Students will be able to analyse and discuss on various issues raised in Group Discussions.
 CO3 Students will have various outdoor activities which in turn helps them with team building.
 CO4 Students will be able to be more confident.

SYLLABUS MAPPING

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
CO1	✓	✓	✓	✓	✓	✓
CO2	✓	✓	✓	✓	✓	✓
CO3	✓	✓	✓	✓		✓
CO4	✓	✓	✓	✓	✓	✓

The objective of mentoring will be development of:

- Overall Personality
- Aptitude (Technical and General)
- General Awareness (Current Affairs and GK)
- Communication Skills
- Presentation Skills

Head
 Department of Management & Hospitality
 I.K. Gujral Punjab Technical University
 Kapurthala-144603

The course shall be split in two sections i.e. outdoor activities and class activities. For achieving the above, suggestive list of activities to be conducted are:

Part - A (Class Activities)

1. Expert and video lectures
2. Aptitude Test
3. Group Discussion
4. Quiz (General/Technical)
5. Presentations by the students
6. Team building Exercises

Part - B (Outdoor Activities)

5. Sports/NSS/NCC

6. Society Activities of various students chapter i.e. ISTE, SCIE, SAE, CSI, Cultural Club, etc.

Evaluation shall be based on rubrics for Part - A & B

Mentors/Faculty incharges shall maintain proper record student wise of each activity conducted and the same shall be submitted to the department

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



FOURTH SEMESTER

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



COURSE CODE:	BHMCT401 - 18						
COURSE TITLE:	INTRODUCTION TO INDIAN COOKERY(THEORY)						
COURSE OUTCOME:	CO1 Students will be able to gain knowledge about the history & heritage of Indian Regional Cuisine CO2 Students will have insight on various Regional Indian Cuisines CO3 Students will acquire knowledge on Dum cooking and Tandoor Cooking CO4 Students will be able to know the History and cooking of Indian Sweets						
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2	✓	✓	✓	✓	✓	✓
	CO3	✓		✓	✓	✓	✓
	CO4	✓	✓	✓	✓	✓	✓
EVALUATION:	The performance of the students will be evaluated on the basis of class participation, house tests, regularity and assignments carrying 40 percent of the total credit and rest 60 percent through semester end examination of 3 hours duration.						
INSTRUCTIONS FOR PAPER SETTING:	The paper will be divided into three parts. Part A: There will be ten short answer questions (2 marks each) covering whole Syllabus. The total marks for this part will be of 20. Part B: There will be Five questions. The student has to attempt any 4 (5 marks each) covering the whole Syllabus. The total marks for this part will be of 20. Part C: There will be Three questions. The student has to attempt any 2 (10 marks each). The total marks for this part will be of 20.						
UNIT - 1	INTRODUCTION TO INDIAN COOKERY: <ul style="list-style-type: none"> ☐ Introduction to Indian Regional Cuisine ☐ History & heritage of Indian Cuisine ☐ Factors that affect eating habits in different parts of the country ☐ Geographic location ☐ Historical background ☐ Seasonal availability ☐ Special equipment ☐ Staple diets ☐ Specialty cuisine for festivals and special occasions ☐ Indian cuisine Culinary Terms 						
UNIT - 2	INDIAN CUISINES NORTH REGION <ul style="list-style-type: none"> ☐ Kashmir ☐ Mugalai ☐ Punjab ☐ Rajasthan INDIAN CUISINES EAST <ul style="list-style-type: none"> ☐ Bengal ☐ Seven sister states (Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland & Tripura) INDIAN CUISINES WEST <ul style="list-style-type: none"> ☐ Gujarat ☐ Maharashtra INDIAN CUISINES SOUTH <ul style="list-style-type: none"> ☐ Tamil Nadu ☐ Kerala ☐ Andhra Pradesh INDIAN CUISINES CENTRAL INDIA						

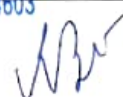
Head
 Department of Management & Hospitality
 I.K. Gujral Punjab Technical University
 Kapurthala-144603

I. K. Gujral Punjab Technical University
BHMCT Batch 2021 onwards

	<input type="checkbox"/> Madhya Pradesh <input type="checkbox"/> Chhattisgarh <input type="checkbox"/> Uttar Pradesh/Bihar
UNIT - 3	INTRODUCTION TO DUM COOKING AND TANDOORCOOKING <input type="checkbox"/> Introduction <input type="checkbox"/> Origin of Dum Cooking <input type="checkbox"/> Special Equipment and their use <input type="checkbox"/> Classical Dishes <input type="checkbox"/> Origin and history of tandoor <input type="checkbox"/> Types of Tandoor and their uses <input type="checkbox"/> Installing a new tandoor <input type="checkbox"/> Marinating and making techniques for kebab <input type="checkbox"/> Basic Indian breads made in tandoor
UNIT- 4	INTRODUCTION TO INDIAN SWEETS <input type="checkbox"/> Introduction <input type="checkbox"/> Origin and history of Indian sweets <input type="checkbox"/> Ingredients used in Indian Sweets <input type="checkbox"/> Regional Influence on Indian Sweets <input type="checkbox"/> Equipment used in preparing Indian Sweets.
REFERENCES:	Food Production Operations: Parvinder S Bali, OxfordPublication Prashad Cooking With Indian Masters, J. Inder SinghKalra . A Taste Of India, MadurJaffery, Great Britain PavilionBooks Ltd. ZaikeKa Safar, Jiggs Kalra Daawat, Jiggs Kalra, New Delhi, Allied Publishers The Professional Chef, Arvind Saraswat, New Delhi, UbsPublishers

COURSE CODE:	BHMCT402 - 18						
COURSE TITLE:	INTRODUCTION TO INDIAN COOKERY (PRACTICAL)						
COURSE OUTCOME:	CO1 Students will have hands on experience of cooking of Various Indian Cuisines CO2 Students will acquire knowledge on cooking of different Gravies used in Indian Cuisine. CO3 Students will be able to differentiate on cuisines of various parts of India. CO4 They will be also be able to get the knowhow of Different Indian Breakfast items.						
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2	✓	✓	✓	✓		✓
	CO3		✓	✓	✓	✓	✓
	CO4	✓	✓	✓	✓	✓	✓
EVALUATION:	The performance of the students will be evaluated on the basis of class participation, house tests, regularity, assessments and assignments carrying 60 percent of the total credit and rest 40 percent at semester end practical examination of 4 hours duration.						
INSTRUCTIONS FOR EXTERNAL EXAMINAR	The Performance of the students will be evaluated on the basis of his performance during the practical examination @ viva voice						
S. No.	Topics: INDIAN CUISINES NORTH						
1.	<input type="checkbox"/> Kashmir						
2.	<input type="checkbox"/> Punjab						
3.	<input type="checkbox"/> Rajasthan						
4.	<input type="checkbox"/> Mughlai						
	INDIAN CUISINES EAST						

Head
 Department of Management & Hospitality
 I.K. Gujral Punjab Technical University
 Kapurthala-144803



I. K. Gujral Punjab Technical University
BHMCT Batch 2021 onwards

5.	<input type="checkbox"/> Bengal	
6.	<input type="checkbox"/> Seven sister states (Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland & Tripura)	
INDIAN CUISINE WEST		
7.	<input type="checkbox"/> Gujarat	
8.	<input type="checkbox"/> Maharashtra	
9.	<input type="checkbox"/> Goa	
INDIAN CUISINE SOUTH		
10.	<input type="checkbox"/> Tamil Nadu	
	<input type="checkbox"/> Kerala	
	<input type="checkbox"/> Andhra Pradesh	
11.	<input type="checkbox"/> Hyderabad	
INDIAN CUISINES CENTRAL INDIA		
12.	<input type="checkbox"/> Madhya Pradesh	
	<input type="checkbox"/> Chhattisgarh	
	<input type="checkbox"/> Uttar Pradesh/Bihar	
13.	<input type="checkbox"/> North Indian Break Fast	
14.	<input type="checkbox"/> South Indian Breakfast	
NOTE: - All basic gravies to be covered		
FORMAT OF THE MENU TO BE COMPILED: (Menu 1-12)		
1.	Starter/Soup	Any one item
2.	Meat/ Poultry/ Fish (Main Course) any one item	Any one item
3.	Lentils (Dal item)	Any one item
4.	Paneer Item	Any one item
5.	Vegetable (dry / curry / kofta / korma / kadhietc)	Any one item
6.	Rice preparation / Roti preparation	Any one item
7.	Salad / papad / pickle / raita	Any one item
8.	Sweets (Region wise)	Any one item

Head
 Department of Management & Hospitality
 I.K. Gujral Punjab Technical University
 Kapurthala-144603



COURSE CODE:	BHMCT-403 - 18						
COURSE TITLE:	FOOD AND BEVERAGESERVICE OPERATIONS-II (THEORY)						
COURSE OUTCOME:	<p>CO1 Students will be able to acquire knowledge about different methods used in the Production of alcohol.</p> <p>CO2 Students will be able to classify various Wines along with its production methods.</p> <p>CO3 They will be able to analyse the various types of alcoholic beverages used in Food & Beverage Service Industry. Students will get to know about Beer, its types, production and Storage</p> <p>CO4 Students will acquaint themselves with various types of Cheese, its production, Brands and their Services</p>						
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2	✓	✓	✓		✓	✓
	CO3	✓		✓	✓	✓	✓
	CO4	✓	✓	✓	✓	✓	✓
EVALUATION:	The performance of the students will be evaluated on the basis of classparticipation,housetests,regularityandassignmentscarrying40 percent of the total credit and rest 60 percent through semester end examination of 3 hours duration						
INSTRUCTIONS FOR PAPER SETTING:	<p>The paper will be divided into three parts.</p> <p>Part A: There will be ten short answer questions (2 marks each) covering whole Syllabus. The total marks for this part will be of 20.</p> <p>Part B: There will be Five questions. The student has to be attempt any 4 (5 marks each) covering the whole Syllabus. The total marks for this part will be of 20.</p> <p>Part C: There will be Three questions. The student has to be attempt any 2 (10 marks each). The total marks for this part will be of 20.</p>						
UNIT-I	<p>ALCOHOLIC BEVERAGE</p> <ul style="list-style-type: none"> • Introduction and definition • Production of Alcohol • Fermentation process • Distillation process • Classification with examples 						
UNIT-II	<p>WINES</p> <ul style="list-style-type: none"> o Definition & History o Classification with examples o Table/Still/Natural ☐ Sparkling ☐ Fortified ☐ Aromatized o Production of each classification o Old World wines (Principal wine regions, wine laws, grapevarieties, production and brand names) <ul style="list-style-type: none"> ☐ France ☐ Germany ☐ Italy ☐ Spain ☐ Portugal ☐ New World Wines (Principal wine regions, wine laws, grape varieties, production and brand names) <ul style="list-style-type: none"> ☐ USA ☐ Australia ☐ India ☐ Chile ☐ South Africa Algeria New Zealand ☐ F. Food & Wine Harmony ☐ G. Storage of wines ☐ H. Wine terminology (English & French) 						
UNIT-III	<p>BEER</p> <ul style="list-style-type: none"> • Introduction & Definition • Types of Beer • Production of Beer 						

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

	<ul style="list-style-type: none">• D. Storage
UNIT-IV	TABLE CHEESE <ul style="list-style-type: none">• Introduction• Types• Production• Brands and Services• Storage
REFERENCES:	<ul style="list-style-type: none">• Food & Beverage Service – Denis Lillicrap• Food & Beverage Service – Vijay Dhawan• Food & beverage Service- Rao J Suhas• The Waiter Handbook by Grahm Brown, Publisher: Global Books&Subscription Service New Delhi• Food & Beverage Service Training Mannual-SudhirAndrew, Tata McGraw Hill

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



COURSE CODE:	BHMCT404 - 18						
COURSE TITLE:	FOOD AND BEVERAGE SERVICE OPERATIONS-II (PRACTICAL)						
COURSE OUTCOME	<p>CO1 Students will be able to organize Mise-en-place for various alcoholic beverages used in Food & Beverage Industry.</p> <p>CO2 Students will get hands on experience in service of various kinds of Wines.</p> <p>CO3 Students will be able to do analysis of various Wine Bar, Beer bar and Cocktail Bars</p> <p>CO4 Students will practically perform task to serve bottled, canned, Draught beers along with Service of Cheese.</p>						
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2	✓	✓	✓	✓	✓	✓
	CO3	✓	✓	✓	✓	✓	✓
	CO4	✓	✓	✓	✓	✓	✓
EVALUATION:	The performance of the students will be evaluated on the basis of class participation, house test, regularity and assignments carrying 20 percent of the total credit and rest through semester end examination of 4 hours duration						
INSTRUCTIONS FOR EXTERNAL EXAMINAR:	The Performance of the students will be evaluated on the basis of his performance during the practical examination & viva voice						
Task-01	Dispense Bar - Organizing Mise-en-place						
Task-02	Identification of Wine service equipment						
Task-03	Identification of Beer service equipment						
Task-04	Identification of Cocktail bar equipment						
Task-05	Identification of Liqueur / Wine Trolley						
Task-06	Bar stock - alcoholic & non-alcoholic beverages						
Task-07	Preparation of Bar accompaniments & garnishes						
Task-01	Identification of Bar accessories & disposables						
Task-01	Service of Wines						
Task-02	Service of Red Wine						
Task-03	Service of White/Rose Wine						
Task-04	Service of Sparkling Wines						
Task-05	Service of Fortified Wines						
Task-01	Service of Aromatized Wines						
Task-01	Wine & Drinks List						
Task-02	Comparative analysis of various Wine Bar						
Task-03	Comparative analysis of various Beer Bar						
Task-01	Comparative analysis of various Cocktail Bar						
Task-01	Service of Beer						
Task-02	Service of Bottled & canned Beers						
Task-03	Service of Draught Beers						
Task-01	Service of Cheese						

Head
 Department of Management & Hospitality
 I.K. Gujral Punjab Technical University
 Kapurthala-144603



COURSE CODE:	BHMCT-405 - 18						
COURSE TITLE:	FRONT OFFICE OPERATIONS - II (THEORY)						
COURSE OUTCOME:	<p>CO1 Students will be able to develop knowledge on work ethics towards computer application and software used in front office.</p> <p>CO2 Students will be able to outline and explain Front Office Accounting System.</p> <p>CO3 Students will be able to endorse classify different mode of guest account settlement.</p> <p>CO4 Student will be able to analyse, evaluate & discuss night auditing in front office.</p>						
SYLLABUS OUTCOME	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2	✓	✓	✓	✓	✓	✓
	CO3	✓	✓	✓	✓	✓	✓
	CO4	✓	✓	✓	✓	✓	✓
EVALUATION:	The performance of the students will be evaluated on the basis of class participation, house tests, regularity and assignments carrying 40 percent of the total credit and rest 60 percent through semester end examination of 3 hours duration						
INSTRUCTIONS FOR PAPER SETTING:	<p>The paper will be divided into three parts.</p> <p>Part A: There will be ten short answer questions (2 marks each) covering whole Syllabus. The total marks for this part will be of 20.</p> <p>Part B: There will be Five questions. The student has to attempt any 4 (5 marks each) covering the whole Syllabus. The total marks for this part will be of 20.</p> <p>Part C: There will be Three questions. The student has to attempt any 2 (10 marks each). The total marks for this part will be of 20.</p>						
UNIT -1	<p>Computer Application and software used in Front Office</p> <ul style="list-style-type: none"> ☐ Role of Information Technology in Hospitality industry . ☐ Different Property Management Systems - Opera, Ids, Fidelio, ShawMan, Amadeus, Galelio ☐ Various modules of the PMS - Front Desk Module, Reservations, Rooms, Setup Module, Cashier, Night audit, Report center, Back Office Module and linking of Property Management System in Other Departments 						
UNIT - 2	<p>Front Office Accounting System</p> <ul style="list-style-type: none"> ☐ Front Office Accounting and its Functions, Types of Accounts, Vouchers, Folios, Ledger, Paid Out, Allowance, Credit Control. ☐ Front Office Accounting Cycle - Creation of Accounts, Maintenance of Accounts, Settlement of accounts 						
UNIT-3	<p>Check Out Procedure -</p> <ul style="list-style-type: none"> ☐ Guest Account Settlement -Cash, Credit, Indian Currency & Foreign Currency, Transfer of Guest Account, BTA, BTC, Express Check Out, Late Check Out 						
UNIT - 4	<p>NIGHT AUDITING:</p> <ul style="list-style-type: none"> ☐ Night Auditor ☐ Night Auditor Duties & Responsibilities , ☐ Night Audit Process -Establishing the End of the Day, Completing Outstanding Postings and Verifying Transactions, Reconcile Transactions, Verifying No-Shows, Preparing Reports, Updating the System 						
REFERENCES	<ul style="list-style-type: none"> ☐ Front Office Training manual - Sudhir Andrews. Publisher: Tata Mac Graw Hill ☐ Managing Front Office Operations - Kasavana & Brooks Educational Institution AHMA ☐ Managing Computers in Hospitality Industry - Michael Kasavana & Cahell. ☐ Front office Operation Management- S.K Bhatnagar, Publisher: Frank Brothers ☐ Managing Front Office Operations By Kasavana & Brooks 						

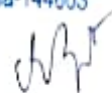
☑	Hotel Front Office Management, 4th Edition by James Socrates Bardi Wiley
☑	Hotel Front Office Operations & Management

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603




COURSE CODE:	BHMCT-406 - 18						
COURSE TITLE:	FRONT OFFICE OPERATIONS-II (PRACTICAL)						
COURSE OUTCOME	<p>CO1 Students will be able to acquire the knowledge of night auditing in front office operations.</p> <p>CO2 Students will be able to analyse, evaluate & learn the various stages of reservation through software.</p> <p>CO3 Students will be able to demonstrate reservation practices and to process deposit for arriving guest.</p> <p>CO4 To understand the use of various softwares</p>						
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2	✓	✓	✓	✓	✓	✓
	CO3	✓	✓	✓	✓	✓	✓
	CO4	✓	✓	✓	✓	✓	✓
EVALUATION:	The course is aimed at familiarizing the students with various functions of Night Auditing & Accounting. Students will Learn about the various Software being used in the Hospitality Industry.						
INSTRUCTIONS FOR EXTERNAL EXAMINAR:	The Performance of the students will be evaluated on the basis of his performance during the practical examination & viva voice						
Sr. No.	Topic						
1	How to conduct a night audit in the front office						
2	Collection of samples of various voucher used in the front office How to Prepared the various reports used by Night Auditor						
3	PMS Training - Hot Function keys How to print and prepare registration cards for arrivals						
4	How to make a reservation How to make add on reservation How to amend a reservation How to cancel a reservation How to make group reservation How to make sharer reservation						
5	How to create and update guest profiles How to update guest folio How to print guest folio						
6	How to make a room change on the system How to add a sharer						
7	How to log in cashier code How to close a bank at the end of each shift						
8	How to check room rate variance report						
9	How to process charges How to process deposit for arriving guest How to process deposit for in house guest						
10	How to process a guest check out						
11	How to check out a folio						
12	How to feed remarks in guest history						

Head
 Department of Management & Hospitality
 I.K. Gujral Punjab Technical University
 Kapurthala-144603



COURSECODE:	BHMCT-407 - 18						
COURSETITLE:	ACCOMODATION OPERATIONS -III (THEORY)						
COURSEOUTCOME:	<p>CO1 Students will be able to acquire knowledge and learn about the importance of inspection and self-supervision techniques for cleaning staff.</p> <p>CO2 Students will be able to understand and perform the linen exchange procedure and maintaining par stock, managing inventory and their importance.</p> <p>CO3 Students will be able to handle special cleaning programme and cleaning agents in a scientific and efficient manner.</p> <p>CO4 Student will be able to analyse & discuss Classification and Identification of Textile Fibers used in hotel industry.</p>						
SYLLABUS OUTCOME	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓		✓	✓	✓
	CO2	✓	✓	✓	✓	✓	✓
	CO3	✓	✓	✓	✓	✓	✓
	CO4	✓	✓	✓	✓	✓	✓
EVALUATION:	The performance of the students will be evaluated on the basis of classparticipation, house tests, regularity and assignments carrying 40 percent of the total credit and rest 60 percent through semester end examination of 3 hours duration						
INSTRUCTIONS FOR PAPER SETTING:	<p>The paper will be divided into three parts.</p> <p>Part A: There will be ten short answer questions (2 marks each) covering whole Syllabus. The total marks for this part will be of 20.</p> <p>Part B: There will be Five questions. The student has to be attempt any4 (5 marks each) covering the whole Syllabus. The total marks for this part will be of 20.</p> <p>Part C: There will be Three questions. The student has to be attempt any2 (10 marks each). The total marks for this part will be of 20.</p>						
UNIT - 1	<p>HOUSEKEEPING SUPERVISION</p> <ul style="list-style-type: none"> • Importance of Inspection • Special Function of Supervisors • Checklist for Infection • Typical Areas usually neglected where special attention is required. • Self Supervision Techniques for Cleaning Staff • Degree of Discretion/ Delegation to Cleaning Staff 						

Head
 Department of Management & Hospitality
 I.K. Gujral Punjab Technical University
 Kapurthala-144603



UNIT - 2	<ul style="list-style-type: none"> • LINEN / UNIFORM / TAILOR ROOM • Layout • Types of Linen, Sizes, and Linen Exchange Procedure • Selection of Linen • Storage Facilities and Conditions • Par Stock: Factors affecting Par Stock, Calculation of Par Stock • Discard Management • Linen Inventory System • Uniform Designing: Importance, Types, Characteristics, Selection, Par Stock • Function of Tailor Room • Managing Inventory • Par Level of Linen, Uniform, guest loan items, machines and equipment cleaning supplies & guest Supplies.
UNIT - 3	<p>SPECIAL CLEANING PROGRAMME</p> <ul style="list-style-type: none"> • Daily, Weekly, Fortnightly and Monthly Cleaning • Routine cleaning, Spring cleaning, deep Cleaning. • Cleaning of different types of floor Surfaces • Special Service - baby sitting, second service, freshen up service, valet service. • Care and Cleaning of Metal - Brass, Copper, Silver, EPNS, Bronze, Gun Metal, Chromium pewter, Stainless Steel, Types of Tarnish, Cleaning Agents and their uses.
UNIT - 4	<p>TEXTILES</p> <ul style="list-style-type: none"> • Textile Terminology • Classification and Identification of Textile Fibers • Characteristic of Textile Fibers • Yarn • Fabric Construction • Blends and Unions • Textile Finishes • Use of Textile in Hotels
REFEREN CES:	<ul style="list-style-type: none"> • Hotel, Hostel and Hospital Housekeeping - by Joan C Bransom & Margaret Lennox, ELBS with Hodder & Stoughten Ltd. • Hotel House Keeping A Training Manual by Sudhir Andrews, Tata Mc • Hotel Housekeeping Operations & Management by Rghubalan, Oxford. • Management of Hotel & Motel Security (Occupational Safety and Health) by H Brustein, CRC Publisher. • Professional Management of Housekeeping Operations II Edi. By Robert J. Martin & Thomas J. A. Jones, Wiley Publications • The Professional Housekeeper by Tucker Schneider, Wiley Publications • Professional Management of Housekeeping by Manoj Madhukar, Rajat Publications.



COURSE CODE:	BHMCT408 - 18						
COURSE TITLE:	ACCOMODATION OPERATIONS -III (PRACTICAL)						
COURSE OUTCOME:	<p>CO1 To gain the knowledge on usage of various fabric cleaners in Accommodations operations.</p> <p>CO2 Students will be able to identify the cleaning equipment and cleaning agents & have the ability to use them appropriately.</p> <p>CO3 Students will be able to analyse and develop cleaning schedule as per the requirement.</p> <p>CO4 Students will be able to setup all necessary materials and equipment's required for special cleaning.</p>						
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2	✓	✓		✓	✓	✓
	CO3	✓	✓	✓	✓	✓	✓
	CO4	✓	✓	✓	✓	✓	✓
EVALUATION:	The performance of the students will be evaluated on the basis of class participation, house tests, regularity and assignments carrying 40 percent of the total credit and rest 60 percent through semester end examination of 3 hours duration						
INSTRUCTIONS FOR EXTERNAL EXAMINER	The Performance of the students will be evaluated on the basis of his performance during the practical examination @ viva voice.						
S. No.	Task						
01	How to remove stains from different surface or fabrics using all relevant cleaning agents in a practical real life environment						
02	How to operate Different Types Laundry Equipment						
03	Daily, Weekly, Monthly and Deep Cleaning						
04	Taking Inventories						
05	How to repair uniform - different types of stitching						
06	Embroidery practice						

Head
 Department of Management & Hospitality
 I.K Gujral Punjab Technical University
 Kapurthala-144603



COURSE CODE:	BHMCT-409 - 18						
COURSE TITLE:	ACCOUNTING SKILLS FOR HOSPITALITY MANAGERS (THEORY)						
COURSE OUTCOME:	<p>CO1 To provide basic understanding of the Principles of Accounting and use accounting skills in Hospitality Industry.</p> <p>CO2 To enhance the accounting skills of the students to ensure the health of business</p> <p>CO3 Students will be able to audit their hospitality business</p> <p>CO4 Students shall be able to analyze and solve any issue arising in terms of financial aspects</p>						
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2	✓	✓	✓	✓	✓	✓
	CO3	✓	✓	✓	✓	✓	✓
	CO4	✓	✓	✓	✓	✓	✓
EVALUATION:	The performance of the students will be evaluated on the basis of class participation, house tests, regularity and assignments carrying 40 percent of the total marks and rest 60 percent through semester end examination of 3 hours duration						
INSTRUCTIONS FOR PAPER SETTING:	<p>The paper will be divided into three parts.</p> <p>Part A: There will be ten short answer questions (2 marks each) covering whole Syllabus. The total marks for this part will be of 20.</p> <p>Part B: There will be Five questions. The student has to be attempt any 4 (5 marks each) covering the whole Syllabus. The total marks for this part will be of 20.</p> <p>Part C: There will be Three questions. The student has to attempt any 2 (10 marks each). The total marks for this part will be of 20.</p>						
UNIT - 1	BASIC ACCOUNTING AND BOOK KEEPING <ul style="list-style-type: none"> • Introduction to accounting, • journal, • ledger, • cash book 						
UNIT - 2	UNIFORM SYSTEM OF ACCOUNTS FOR HOTELS <ul style="list-style-type: none"> • Introduction to Uniform system of accounts • Contents of the Income Statement • Practical Problems • Contents of the Balance Sheet (under uniform system) • Practical problems • Departmental Income Statements and Expense statements (Schedules 1 to 16) • Practical problems 						
UNIT 3	TRIAL BALANCE <ul style="list-style-type: none"> • Meaning • Methods • Advantages • Limitations • Practical 						
UNIT 4	FINAL ACCOUNTS <ul style="list-style-type: none"> • Meaning • Procedure for preparation of Final Accounts • Difference between Trading Accounts, Profit & Loss Accounts and Balance Sheet 						

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

	<ul style="list-style-type: none">• Adjustments (Only four)• Closing Stock• Pre-paid Expenses• Outstanding Expenses• Depreciation
REFEREN CES:	<ul style="list-style-type: none">• An Introduction To Accountancy ; S.N. Maheshwari; Vikas Publishing House• Fundamentals Of Accounting ; Mukherjee & Hanif ; Tata McGraw-Hill• Elements Of Hotel Accountancy; Rawat G.S., Dr Negi J, Gupta. ; Aman publications.

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



Guidelines regarding Mentoring and Professional Development

CO1 Students will actively participate in various classroom activities like expert talk, aptitude test, Group Discussion and quiz which in turn help them improve communication skills.

CO2 students will be able to analyse and discuss on various issues raised in Group Discussions.

CO3 Students will have various outdoor activities which in turn helps them with team building.

CO4 Students will be able to be more confident.

SYLLABUS MAPPING

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
CO1	✓	✓	✓	✓	✓	✓
CO2	✓	✓	✓	✓	✓	✓
CO3	✓	✓	✓	✓		✓
CO4	✓	✓	✓	✓	✓	✓

The objective of mentoring will be development of:

- Overall Personality
- Aptitude (Technical and General)
- General Awareness (Current Affairs and GK)
- Communication Skills
- Presentation Skills

The course shall be split in two sections i.e. outdoor activities and class activities. For achieving the above, suggestive list of activities to be conducted are:

Part - A (Class Activities)

1. Expert and video lectures
2. Aptitude Test
3. Group Discussion
4. Quiz (General/Technical)
5. Presentations by the students
6. Team building Exercises

Part - B (Outdoor Activities)

7. Sports/NSS/NCC

8. Society Activities of various students chapter i.e. ISTE, SCIE, SAE, CSI, Cultural Club, etc.

Evaluation shall be based on rubrics for Part - A & B

Mentors/Faculty incharges shall maintain proper record student wise of each activity conducted and the same shall be submitted to the department

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

FIFTH SEMESTER

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

Larder & Kitchen practices

BHMCT 501-18

COURSE OUTCOMES	<p>CO1 Students will learn about various aspects of larder section of the kitchen and its functions.</p> <p>CO2 They will learn about the processing of Charcuterie along with the preparation of forcemeats, Galantines and Pates</p> <p>CO3 Students will know about various Mousse and Mousselines.</p> <p>CO4 They will be able to differentiate between various kinds of appetizers along with the importance of garnishes.</p>						
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2	✓	✓	✓	✓	✓	✓
	CO3	✓	✓	✓	✓	✓	✓
	CO4	✓	✓	✓	✓	✓	✓
	CO5	✓	✓	✓		✓	✓
UNIT-1	<p>LARDER- LAYOUT & EQUIPMENT: Introduction of Larder Work, Definition, Equipment found in the larder, Layout of a typical larder with equipment and various sections. TERMS & LARDER CONTROL: Common terms used in the Larder and Larder control, Essentials of Larder Control, Importance of Larder Control, Devising Larder Control Systems, Leasing with other Departments, Yield Testing, DUTIES AND RESPONSIBILITIES OF THE LARDER CHEF: Functions of the Larder, Hierarchy of Larder Staff, Sections of the Larder, Duties & Responsibilities of a larder chef.</p>						
UNIT-2	<p>CHARCUTERIE: Introduction to charcuterie, SAUSAGES: Types & Varieties, CASINGS: Types & Varieties, FILLINGS: Types & Varieties, Additives & Preservatives FORCEMEATS: Types of forcemeats, Preparation of forcemeats, Uses of forcemeats, BRINES, CURES & MARINADES: Types of Brines, Preparation of Brines, Methods of Curing, Types of Marinades, Uses of Marinades, Difference between Brines, Cures & Marinades, HAM, BACON & GAMMON: Cuts of Ham, Bacon & Gammon, Differences between Ham, Bacon & Gammon Processing of Ham & Bacon, Green Bacon, Uses of different cuts, GALANTINES: Making of galantines, Types of Galantine Ballotines, PATES: Types of Pate, Pate de foie gras, Making of Pate, Commercial pate and Pate Maison Truffle -sources, Cultivation and uses and Types of truffle</p>						
UNIT-3	<p>MOUSE & MOUSSELINE: Types of mousse, Preparation of mousse, Preparation of mousseline, Difference between mousse and mousseline. CHAUD FROID: Meaning of Chaudfroid, Making of chaudfroid&Pecautions, Types of chaudfroid, Uses of chaudfroid. ASPIC & GELEE: Definition of Aspic and Gelee, Difference between the two, Making of Aspic and Gelee Uses of Aspic and Gelee. QUENELLES, PARFAITS, ROULADES: Preparation of Quenelles, Parfaits and Roulades. NON EDIBLE DISPLAYS: Ice carvings, Tallow sculpture, Fruit & vegetable Displays, Salt dough, Pastillage, Jelly Logo, Thermocol work</p>						
UNIT-4	<p>APPETIZERS & GARNISHES- Classification of Appetizers, Examples of Appetizers, Historic importance of culinary Garnishes, Explanation of different Garnishes. SANDWICHES- Parts of Sandwiches, Types of Bread, Types of filling; Classification, Spreads and Garnishes, Types of Sandwiches, Making of Sandwiches, Storing of Sandwiches.</p>						
REFERENCES:	<ul style="list-style-type: none"> Le RoIA.Polsom. The Professional Chef Bo Friberg (2002) The Professional Pastry Chef, Fourth Edition Wiley & Sons INC Cessarani&Kinton (2007). Theory of Catering. Hodder Education K Arora (2008), Theory of Cookery. Frank Brothers 						

Head
Department of Management & Hospitality
I.K Gujral Punjab Technical University
Kapurthala-144603

- | | |
|--|--|
| | <ul style="list-style-type: none">• Fuller J. Barrie & Jenkins. Accompaniments & Garnishes from waiter• S. C Dubey. Bakery & Confectionery. Society of Indian Bakers• Philip E. Thangam (2010) Modern Cookery (Vol-I) Orient BlackSwan• Kinton R Cessarani V., Foskett D. (2000) Practical Cookery (9th edition) Hodder Education |
|--|--|

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



Larder & Kitchen practices (Practical's)

BHMCT 502-18

COURSE OUTCOME

CO1 Students will get hands on experience on forcemeats along with the preparation of Pates, Terrines, Galantine & Ballontine.

CO2 To develop the ability to prepare various food items including meat products.

CO3 Students will get hadns on exposure in preparing the dishes

CO4 They will classify and build various accompaniments used along maincourse.

SYLLABUS MAPPING

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
CO1	✓	✓	✓	✓	✓	✓
CO2		✓	✓	✓	✓	✓
CO3	✓	✓	✓		✓	✓
CO4	✓	✓	✓	✓	✓	✓

MENU 01 Forcemeats different style.

MENU 02 Pates and Terrine

MENU 03 Galantine and ballontine

MENU 04 Different types of salads and Dressings:- meat based, fish Based, Vegetable, Chicken, fruits.

Menu 05 Quenelles, Parfaits and Roulades

MENU 06 Various types of sandwiches, canapés

MENU 07 Preparation of various accompaniments and garnishes

Plus 5 Buffets

Cold Buffet,

Hot Continental,

Hot Indian,

Buffet Desserts,

Bread Displays Demonstration of: Charcuterie Galantines, Pate, Terrines, Mousselines

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

Bar operations & Management
BHMCT 503-18

COURSE OUTCOME	CO1 Students will get insight about various spirits and their method of production. CO2 They will learn about varieties of Aperitifs & Liqueurs along with their uses. CO3 Students will be able to explain the History & Present scenario of Bar & Beverage Industry in India. CO4 Students will analyse and execute the bar operations and Selling techniques.						
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2	✓	✓	✓	✓	✓	✓
	CO3	✓	✓	✓	✓	✓	✓
	CO4	✓	✓	✓	✓	✓	✓
UNIT-1	SPIRITS: Introduction & Definition, Production of Spirit (Pot-still method, Patent still method), Introduction to Whisky, Rum, Vodka, Brandy, Gin, Tequila its production process, various types and brands.						
UNIT-2	APERITIFS: Introduction and Definition, Different types of Aperitifs Vermouth (Definition, Types & Brand names), Bitters (Definition, Types & Brand names) LIQUEURS: Definition & History, Production of Liqueurs, Broad Categories of Liqueurs (Herb, Citrus, Fruit/Egg, Bean & Kernel), Popular Liqueurs (Name, colour, predominant flavour & country of origin)						
UNIT-3	BARS: Introduction, Brief History, Bar and Beverage Industry in India, Types of Bars, Parts of Bars. Attributes of Bar Personnel. Planning of bar and its layout.						
UNIT-4	BAR OPERATIONS: Bar equipment's, Alcoholic and Non Alcoholic Ingredients, Liquor supplies, Mixes, Garnishes and condiments, Service accessories, Opening & closing duties of bar. SERVICE AND SELLING TECHNIQUES: The Bartender as a Sales Person, Up selling Guidelines for Bar Attendants, Professional Hygiene and Health						
REFERENCES:	<ul style="list-style-type: none"> • Dennis R. Lillicrap. & John A. Cousins. Food & Beverage Service. Edward Arnold • Sudhir Andrews . Food & Beverage Service Training Manual. Tata McGraw Hill. • John Fuller, Hutchinson. Modern Restaurant Service. Nelson Thornes • Brown G. & Hapner K. The Waiter Handbook. Hospitality Press 						

Head
 Department of Management & Hospitality
 I.K. Gujral Punjab Technical University
 Kapurthala-144603



Bar operations & Management (Practicals)

BHMCT 504-18

COURSE OUTCOME

- CO1 Students will learn about the service of various spirits; ie. Whisky, vodka, Rum, Gin,
- CO2 They will also learn to serve about varieties of Aperitifs & Liqueurs along with their uses.
- CO3 Students will also learn to set bar for daily operations.
- CO4 Students will also be able to mix beverages

SYLLABUS MAPPING

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
CO1	✓	✓	✓	✓	✓	✓
CO2	✓	✓	✓	✓	✓	✓
CO3	✓	✓	✓	✓	✓	✓
CO4	✓	✓	✓	✓	✓	✓

SERVICE OF SPIRITS

- Service styles – neat/on-the-rocks/with appropriate mixers
- Service of Whisky
- Service of Vodka
- Service of Rum
- Service of Gin
- Service of Brandy

Service of Tequila SERVICE OF APERITIFS

- Service of Bitters
- Service of Vermouths

SERVICE OF LIQUEURS

- Service styles – neat/on-the-rocks/with cream/en frappe
- Service from the Bar
- Service from Liqueur Trolley

SETTING OF BAR

- Bar equipment's,
- Alcoholic and Non Alcoholic Ingredients,
- Liquor supplies,
- Mixes,
- Garnishes and condiments,
- Service accessories

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



Front Office Operations & Management
BHMCT 505-18

COURSE OUTCOME	<p>CO1 Students will be able to outline and explain Introduction of Bell desk, Equipment's used in Bell desk, Functions of Bell desk, Luggage handling, Paging, Change of room etc. Functions of Concierge, Forms & Formats.</p> <p>CO2 Students will be able to analyse, evaluate Forecast formula, Types of forecast, Sample forecast forms, Factors for evaluating front office operations. Forecasting techniques, Forecasting Room availability.</p> <p>CO3 Students will be able to endorse Importance of security systems, Safe deposit, Key control, Emergency situations.</p> <p>CO4 Student will be able to perform Sales Techniques for Hotel Rooms .</p>						
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓		✓	✓	✓	✓
	CO2	✓	✓	✓	✓	✓	✓
	CO3	✓	✓	✓	✓		✓
	CO4	✓	✓	✓	✓	✓	✓
UNIT-1	<p>Bell Desk & Concierge Operations: - Introduction of Bell desk, Equipment's used in Bell desk, Functions of Bell desk, Luggage handling, Paging, Change of room etc. Functions of Concierge, Forms & Formats.</p>						
UNIT-2	<p>FORECASTING: Forecast formula, Types of forecast, Sample forecast forms, Factors for evaluating front office operations. Forecasting techniques, Forecasting Room availability, Useful forecasting data (% of walking, % of overstay, % of under stay)</p>						
UNIT-3	<p>FRONT OFFICE AND GUEST SAFETY AND SECURITY: Importance of security systems, Safe deposit, Key control, Emergency situations (Accident, illness, theft, fire, bomb) Latest security measures used in hotels at the time of check-in: use of metal detectors, baggage checks, X-ray machines, bollards, collapsible gates etc.</p>						
UNIT-4	<p>Sales Techniques for Hotel Rooms: - Offering Alternatives and Suggestive Selling Internal / In-house sales promotion. Direct sales – through intermediaries. Tailor made Package Plans according to seasons. Online- Selling: - Meta Search Engine, Hotel Apps & website, Social Media, OTA's, TA's, Airlines Network, Cruise-Liners, Railway Networks, CRS, Non- Affiliate Networks & GDS.</p>						
REFERENCES:	<ul style="list-style-type: none"> • Front Office Training manual – Sudhir Andrews. Publisher: Tata Mac Grew Hill • Managing Front Office Operations – Karsavina & Brooks Educational Institution HAMA • Front Office – operations and management – Ahmed Ismail (Thomson Delmar) • Front office Operation Management- SKI Bhavnagar, Publisher: Frank Brothers • Managing Front Office Operations By Karsavina & Brooks • Hotel Front Office Management, 4th Edition by James Socrates Bard; Wiley International 						

Head
 Department of Management & Hospitality
 I.K. Gujral Punjab Technical University
 Kapurthala-144603



Front Office Operations & Management

BHMCT 506-18

COURSE OUTCOME

CO1 Students will be able to acquire the knowledge of Handling Concierge operations and Handing Bell desk.

CO2 Students will be able to analyse, evaluate & learn working of Forecasting reports for Room Availability with Individual Check-in, Check-Out, Overstay, under stay, Group Check-in & Group Checkout.

CO3 Students will be able to Handling of keys-situations related to loss of keys.

SYLLABUS MAPPING

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
CO1	✓	✓	✓	✓	✓	✓
CO2	✓	✓	✓	✓	✓	✓
CO3	✓	✓	✓	✓	✓	✓

Handling Concierge operations

- Handling Bell desk Operations
- Forecasting reports for Room Availability with Individual Check-in, Check-Out, Overstay, under stay, Group Check-in & Group Checkout.
- Compare Room Tariffs of Hotels of cities / towns of Punjab on Indian OTA: -MakeMyTrip, Yatra, Goibibo, International OTA: - Expedia, Priceline.com, Booking.com, Agenda and write a review
- Check & use of Meta Search Hotel Website: - Google Hotel Ads, Trip Advisor, Kayak, and Trivago for Hotels in Panjab and write about 5 hotels opted by you as a guest with reasons.
- Handling of keys-situations related to loss of keys.

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

Accommodation Operations and Management
BHMCT 507-18

COURSE OUTCOME	<p>CO1 Students will be able to acquire knowledge and learn about the Planning and organising the housekeeping department</p> <p>CO2 Students will be able to perform various Budget and budgetary control, Operating Budgets- controlling expenses- income statement, purchasing systems- methods of buying, Stock records- issuing and control in Housekeeping operational</p> <p>CO3 Students will be able to perform their professional Housekeeping skill in institute other than Hotels.</p> <p>CO4 Students will be able to acquire the knowledge of contract service and Safety awareness and accident prevention in housekeeping operation</p>						
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2	✓		✓	✓	✓	✓
	CO3	✓	✓	✓	✓		✓
	CO4	✓	✓	✓	✓	✓	✓
UNIT-1	<p>PLANNING AND ORGANISING THE HOUSE KEEPING DEPARTMENT</p> <ul style="list-style-type: none"> • Area inventory list • Frequency schedules • Performance and productivity standards • Time and motion study in housekeeping operations • Standard operating manuals - Job procedures • Job allocation and work schedules • Calculating staff strength & planning duty rosters, team work and leadership in HK • Training in HKD, devising training programs for HK staff • Inventory level for non recycled items • Energy and water conservation in housekeeping operations 						
UNIT-2	<p>BUDGETS</p> <ul style="list-style-type: none"> • Budget and budgetary control • The budget process • Planning capital budgets • Planning operation budgets • Operating Budgets- controlling expenses- income statement • Purchasing systems- methods of buying • Stock records- issuing and control 						
UNIT-3	<p>HOUSEKEEPING IN INSTITUTES OTHER THAN HOTELS</p> <ul style="list-style-type: none"> • Hospitals • Hostels • Malls • Residential establishments • Offices • Universities • Other commercial areas 						
UNIT-4	<p>CONTACT SERVICES</p> <ul style="list-style-type: none"> • Types of contract services • Guidelines for hiring contract services • Advantages and disadvantages of contract services <p>SAFETY AND SECURITY</p> <ul style="list-style-type: none"> • Safety awareness and accident prevention 						

Head
 Department of Management & Hospitality
 I.K. Gujral Punjab Technical University
 Kapurthala-144603



	<ul style="list-style-type: none">• Fire safety and fire fighting• Crime prevention and dealing with emergency situation
REFERENCES	<ul style="list-style-type: none">• Andrews, S. (2013). <i>Hotel Housekeeping: A Training Manual</i>. Tata McGraw-Hill Education.• Raghubalan, G., & Raghubalan, S. (2014). <i>Hotel housekeeping: operations and management</i>. Oxford University Press.• Burstein, H. (1980). <i>Management of Hotel and Motel Security</i> (Vol. 5). CRC Press.• Jones, T. J. (2007). <i>Professional management of housekeeping operations</i>. John Wiley & Sons.• Singh, M. (2012). <i>Hotel Housekeeping</i>. Tata McGraw-Hill Education.• Ghosal, S. (2011). <i>Hotel Engineering</i>. Oxford University Press.

Head
Department of Management & Hospitality
I.K Gujral Punjab Technical University
Kapurthala-144603



Accommodation Operations and Management

BHMCT 508-18

COURSE OUTCOME

CO1 Students will be able to identify different layout To the Scale, Earmark Pillars, Specification of Colors, Furniture, Fixture, Fitting, Soft Furnishing and Accessories Etc. Used

CO2 Students will be able to identify the standard operating procedure of different cleaning surfaces and will be able to use in an appropriate&professional manner.

CO3 Students will be able to identify the first aid kit and dealing with emergency situation in housekeeping operation.

SYLLABUS MAPPING

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
CO1	✓	✓	✓	✓	✓	✓
CO2	✓	✓	✓	✓	✓	✓
CO3	✓	✓	✓	✓	✓	✓



LAYOUT OF GUEST ROOM: To the Scale, Earmark Pillars, Specification of Colors, Furniture, Fixture, Fitting, Soft Furnishing and Accessories Etc. Used

STANDARD OPERATING PROCEDURE

Skill Oriented Task (e.g. cleaning and polishing glass, brass etc)

FIRST AID: First Aid Kit, Dealing With Emergency Situation, Maintaining Records


Reporting Maintenance and Follow Ups



Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

**Food and Beverage Control and Management
BHMCT 509-18**

COURSE OUTCOME	CO1 To understand the basics of Food & Beverage Cost Control and it's importance in Food & Beverages. CO2 Students will be able to analyze and procure requirements to optimize yield. CO3 Students will learn about various methods of storing and issuing control along with inventory control. CO4 Students will have understanding on aims & objective of Production control and methods of Sales control.						
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2		✓	✓	✓	✓	✓
	CO3	✓	✓	✓	✓	✓	✓
	CO4	✓	✓	✓	✓	✓	✓
UNIT-1	FOOD & BEVERAGE COST CONTROL: Introduction to Cost Control, Define Cost Control, The Objectives and Advantages of Cost Control, Basic Costing, Food Costing RECEIVING CONTROL : Aims of Receiving, Job Description of Receiving Clerk/Personnel, Equipment required for receiving, Documents by the Supplier (including format), Delivery Notes, Bills/Invoices, Credit Notes, Statements, Records maintained in the Receiving Department, Goods Received Book, Daily Receiving Report, Meat Tags, Receiving Procedure, Blind Receiving, Assessing the performance and efficiency of receiving department, Frauds in the Receiving Department, Hygiene and cleanliness of area.						
UNIT-2	PURCHASING CONTROL: Purchasing Control, Aims of Purchasing Policy, Job Description of Purchase Manager/Personnel, Types of Food Purchase, Quality Purchasing, Food Quality Factors for different commodities, Definition of Yield, Tests to arrive at standard yield, Definition of Standard Purchase Specification, Advantages of Standard Yield and Standard Purchase Specification, Purchasing Procedure, Different Methods of Food Purchasing, Sources of Supply, Purchasing by Contract, Periodical Purchasing, Open Market Purchasing, Standing Order Purchasing, Centralized Purchasing, Methods of Purchasing in Hotels, Purchase Order Forms, Ordering Cost, Carrying Cost, Economic Order Quantity, Practical Problems.						
UNIT-3	STORING & ISSUING CONTROL: Storing Control, Aims of Store Control, Job Description of Food Store Room Clerk/personnel, Storing Control, Conditions of Facilities and Equipment, Arrangements of Food, Location of Storage Facilities, Security, Stock Control, two types of Foods Received- direct stores (Perishables/non-perishables), Stock Records Maintained Bin Cards (Stock Record Cards/Books). ISSUING CONTROL: Requisitions, Transfer Notes, Perpetual Inventory Method, Monthly Inventory/Stock Taking, Pricing of Commodities, Stock taking and comparison of actual physical inventory and Book value, Stock levels, Practical Problems, Hygiene & Cleanliness of area. INVENTORY CONTROL: Importance, Objectives, Methods, Levels and technique, Perpetual inventory, Monthly inventory, Pricing of commodities, Comparison of physical and perpetual inventory						
UNIT-4	PRODUCTION CONTROL: Aims and Objectives, Forecasting, Fixing of Standards, Definition of standards (Quality & Quantity), Standard Recipe (Definition, Objectives and various tests), Standard Portion Size (Definition, Objectives and equipment used), Standard Portion Cost (Objectives & Cost Cards) Computation of staff meals SALES CONTROL: Sales - ways of expressing selling, determining sales price, Calculation of selling price, factors to be considered while fixing selling price, Matching costs with sales, Billing procedure - cash and credit sales, Cashier's Sales summary sheet, Procedure of Cash Control, Machine System, Electronic Cash Register, National Cash Register, Preset Machines, Point of Sale, Reports, Thefts, Cash Handling.						
REFERENCES	• Food & Beverage Cost Control- Lea R Dopson, Wiley Publishers.						

Department of Management & Hospitality
 I. K. Gujral Punjab Technical University
 Kapurthala-144603


- Hotel & Catering Costing & Budgets, RD. Boardman, Publisher: Heinemann
- Introductory Foods. Hughes, D. and Bannion M., The Macmillan Co. Ltd., New York
- Modern Cookery for Teaching and the Trade, Philip T.E., Vol-I, Orient Longman Ltd.,

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



Mentoring and Professional Development

BMPD 502-18

COURSE OUTCOME

CO1 Students will actively participate in various classroom activities like expert talk, aptitude test, Group Discussion and quiz which in turn help them improve communication skills.

CO2 students will be able to analyse and discuss on various issues raised in Group Discussions.

CO3 Students will have various outdoor activities which in turn helps them with team building.

CO4 Students will be able to be more confident.

SYLLABUS MAPPING

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
CO1	✓	✓	✓	✓	✓	✓
CO2	✓	✓		✓	✓	✓
CO3	✓	✓	✓	✓	✓	✓
CO4	✓	✓	✓	✓	✓	✓

Guidelines regarding Mentoring and Professional Development

The objective of mentoring will be development of:

- Overall Personality
- Aptitude (Technical and General)
- General Awareness (Current Affairs and GK)
- Communication Skills
- Presentation Skills

The course shall be split in two sections i.e. outdoor activities and class activities.

For achieving the above, suggestive list of activities to be conducted are:

Part - A

(Class Activities)

1. Expert and video lectures
2. Aptitude Test
3. Group Discussion
4. Quiz (General/Technical)
5. Presentations by the students
6. Team building Exercises

Part - B

(Outdoor Activities)

7. Sports/NSS/NCC
8. Society Activities of various students chapter i.e. ISTE, SCIE, SAE, CSI, Cultural Club, etc.

Evaluation shall be based on rubrics for Part - A & B

Mentors / Faculty in charges shall maintain proper record student wise of each activity conducted and the same shall be submitted to the department.

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

SIXTH SEMESTER



International cuisine- An Exploration
BHMCT 601-18

<p><u>COURSE OUTCOME</u></p>	<p>CO1 Students will be able to gain knowledge about the cuisines of various European nations along with China CO2 Students will learn about food production management and R&D in kitchen. CO3 Students will acquire knowledge about on Principles of Food Presentation. CO4 Students will have understanding on Molecular Gastronomy.</p>							
<p><u>SYLLABUS MAPPING</u></p>	<p>Course Outcome</p>	<p>PO1</p>	<p>PO2</p>	<p>PO3</p>	<p>PO4</p>	<p>PO5</p>	<p>PO6</p>	
<p>CO1</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>			<p>✓</p>	
<p>CO2</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>		<p>✓</p>	<p>✓</p>	
<p>CO3</p>	<p>✓</p>		<p>✓</p>	<p>✓</p>		<p>✓</p>	<p>✓</p>	
<p>CO4</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>				

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

UNIT-1

INTERNATIONAL CUISINE

- A. Geographic location
- B. Historical background
- C. Staple food with regional Influences
- D. Specialities
- E. Recipes
- F. Equipment in relation to:
 - Great Britain
 - France
 - Italy
 - Spain & Portugal
 - Scandinavia
 - Germany
 - Middle East
 - Oriental
 - Mexican
 - Arabic

CHINESE

- A. Introduction to Chinese foods
- B. Historical background
- C. Regional cooking styles
- D. Methods of cooking
- E. Equipment and Utensils

UNIT-2

PRODUCTION MANAGEMENT

- A. Kitchen Organization
- B. Allocation of Work - Job Description, Duty Rosters
- C. Production Planning
- D. Production Scheduling
- E. Production Quality & Quantity Control
- F. Forecasting & Budgeting
- G. Yield Management

PRODUCT & RESEARCH DEVELOPMENT

- A. Testing new equipment,
- B. Developing new recipes
- C. Food Trails
- D. Organoleptic & Sensory Evaluation

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



UNIT-3	FOOD PRESENTATION PRINCIPLES: Basic presentations, Modern perspectives, use of technology, Use of contemporary plates, Role and use of garnish, Unconventional garnishes, Plate Presentation techniques
UNIT-4	MOLECULAR GASTRONOMY <ul style="list-style-type: none">• History and development• Chemical structure of proprietary food• Carbohydrates in MG• Equipments and Chemicals• Emulsion – theory and application• Culinary cooking process<ol style="list-style-type: none">i) Heatingii) Conductioniii) Convectioniv) Radiationv) Freezing
REFERENCES:	<ul style="list-style-type: none">• Le Rol A.Polsom. The Professional Chef• Bo Friberg (2002) The Professional Pastry Chef, Fourth Edition Wiley & Sons INC• Cessarani & Kinton (2007). Theory of Catering. Hodder Education Publisher• K Arora (2008), Theory of Cookery. Frank Brothers• Fuller J. Barrie & Jenkins. Accompaniments & Garnishes from waiter• S. C Dubey. Bakery & Confectionery. Society of Indian Bakers• Philip E. Thangam (2010) Modern Cookery (Vol-I) Orient BlackSwan• Kinton R Cessarani V., Foskett D. (2000) Practical Cookery (9th edition) Hodder Education

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

International cuisine- An Exploration

(Practical's)

BHMCT 602-18

COURSE OUTCOME	CO1 Students will have to prepare Food of various cuisines, such as Chinese, Spanish, Italian, German, British and Greek. CO2 Students will get hands exposure on various techniques of Molecular Gastronomy. CO3 They will built up knowledge about the menu planning and executing the same CO4 Students will be able to differentiate among the methods of cooking for different cuisines.						
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2	✓		✓	✓	✓	✓
	CO3	✓	✓	✓	✓	✓	✓
	CO4	✓	✓	✓	✓		✓
COUNTRY	Topic						
CHINESE	<u>MENU 01 Prawn Ball Soup, Fried Wantons, Sweet & Sour Pork, Hakka Noddle's</u> <u>MENU 02 Hot & Sour soup, Beans Sichuan, Stir Fried Chicken & Peppers, Chinese Fried Rice</u> <u>MENU 03 Sweet Corn Soup, Shao Mai, Tung-Po Mutton, Yangchow Fried Rice</u> <u>MENU 04 Wonton Soup, Spring Rolls, Stir Fried Beef & Celery Chow Mein</u> <u>MENU 05 Prawns in Garlic Sauce, Fish Szechwan, Hot & Sour Cabbage, Steamed Noddle's</u>						
SPAIN	<u>MENU 06 ,Gazpacho, Pollo En Pepitoria, Paella, Fritata De Patata, Pastel De Mazaana</u>						
ITALY	<u>MENU 07 Minestrone, Ravioli Arabeata, Fettocine Carbonara, Pollo Alla Cacciatore, Medanzane Parmigiane</u>						
GERMANY	<u>MENU 08 Linsensuppe, Sauerbaaten, Spatzale, German Potato Salad</u>						
U.K.	<u>MENU 09 Scotch Broth, Roast Beef, Yorkshire Pudding , Glazed Carrots & Turnips, Roast Potato</u>						
GREECE	<u>MENU 10 Soupe Avogolemeno, Moussaka A La Greque, Dolmas, Tzaziki</u>						
	<u>Techniques of Molecular Gastronomy</u>						

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

Banquet and restaurant operations & Management

BHMCT 603-18

COURSE OUTCOME	<p>CO1 Students will be able to acquire knowledge about Planning and operations of various F&B outlets.</p> <p>CO2 Students will be able to Plan and execute Function catering along with various Banquets & Buffets</p> <p>CO3 Students will get practical experience in organizing and Executing Event Management and importance of MICE.</p> <p>CO4 Students will know about the role of Kitchen Stewarding.</p>						
SYLLABUS OUTCOME	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓		✓
	CO2	✓	✓	✓	✓	✓	✓
	CO3	✓		✓	✓	✓	✓
	CO4	✓	✓	✓	✓	✓	✓
UNIT-1	<p>PLANNING & OPERATING VARIOUS F&B OUTLET: Physical layout of functional and ancillary areas, Objective of a good layout, Steps in planning, Factors to be considered while planning, Calculating space requirement, Various set ups for seating, Planning staff requirement, Menu planning, Constraints of menu planning, Selecting and planning of heavy duty and light equipment, Requirement of quantities of equipment required like crockery, Glassware, Cutlery - steel or silver etc. Suppliers & manufacturers, Approximate cost, Planning Décor, furnishing fixture etc.</p>						
UNIT-2	<p>FUNCTION CATERING: - BANQUETS: History, Types, and Organization of Banquet department, Duties & responsibilities, Sales, Booking procedure, Banquet menus. BANQUET PROTOCOL: Space Area requirement, Table plans/arrangement, Misc-en-place, Service, Toast & Toast procedures. INFORMAL BANQUET: Reception, Cocktail parties, Convention, Seminar, Exhibition, Fashion shows, Trade Fair, Wedding, Outdoor catering. FUNCTION CATERING:- BUFFETS: Introduction, Factors to plan buffets, Area requirement, Planning and organization, Sequence of food, Menu planning, Types of Buffet, Display, Sit down, Fork, Finger, Cold Buffet, Breakfast Buffets, Equipment, Supplies, Check list</p>						
UNIT-3	<p>EVENT MANAGEMENT: Introduction, Characteristics, Types of Events-Cultural, festivals, religious, business etc. Need of event management, Key factors for best event management. Event management checklist. Case study of some events. MICE: Introduction, Concept of MICE, Definition of conference and the components of the conference market. The nature of conference markets and demand for conference facilities. The impact of conventions on local and national communities.</p>						
UNIT-4	<p>KITCHEN STEWARDING</p> <p>A. Importance</p> <p>B. Opportunities in kitchen stewarding</p> <p>C. Record maintaining</p> <p>D. Machine used for cleaning and polishing</p> <p>Inventory</p>						
REFERENCES:	<ul style="list-style-type: none"> • Dennis R. Lillicrap. & John A. Cousins. <i>Food & Beverage Service</i>. Edward Arnold • Sudhir Andrews . <i>Food & Beverage Service Training Manual</i>. Tata McGraw Hill. • John Fuller, Hutchinson. <i>Modern Restaurant Service</i>. Pearson Education • Brown G. & Hapner K. <i>The Waiter Handbook</i>. Hospitality Press 						

Head
Department of Management & Hospitality
I. K. Gujral Punjab Technical University
Kapurthala-144603

I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

Banquet and restaurant operations & Management

Practicals

BHMCT 604-18

COURSE OUTCOME

CO1 Students will be able to plan and operate various F&B Outlets.

CO2 Students will get hands on experience on Function Catering where they will organize and execute Banquet caterings.

CO3 Students will be able to plan and set up Buffets for functions.

CO4 Students will perform task on using and operating machines used in Kitchen Stewarding and maintain Inventory.

SYLLABUS MAPPING

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
CO1	✓	✓	✓	✓	✓	✓
CO2	✓	✓	✓	✓		✓
CO3	✓	✓	✓	✓	✓	✓
CO4	✓		✓	✓	✓	✓

1 Planning & Operating Food & Beverage Outlets

- Developing Hypothetical Business Model of Food & Beverage Outlets
- Case study of Food & Beverage outlets - Hotels & Restaurants

2 Function Catering – Banquets

- Planning & organizing Formal & Informal Banquets
- Planning & organizing Outdoor caterings

3 Function Catering – Buffets

- Planning & organizing various types of Buffet

4 Kitchen Stewarding

- Using & operating Machines
- Exercise – physical inventory

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

COURSE OUTCOME	<p>CO1 Students will be able to outline and explain of budget & budget cycle, Factors affecting budget planning, budgetary control and Forecasting room revenue in front office management.</p> <p>CO2 Students will be able to explain timeshare options and vacation ownership.</p> <p>CO3 Students will be able to endorse Importance of accommodation management aspects and Establishing standards, monitoring performance, Cost & pricing-Hubbart formula, Rule of the Thumb.</p> <p>CO4 Students will be able to acquire knowledge and learn about the, Structure of the Airline Industry.</p>							
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6	
	CO1	✓	✓	✓	✓	✓	✓	✓
	CO2	✓	✓	✓	✓			✓
	CO3	✓	✓	✓	✓	✓	✓	✓
	CO4	✓	✓		✓	✓	✓	✓
UNIT-1	<p>BUDGETING</p> <p>A. Types of budget & budget cycle B. Making front office budget C. Factors affecting budget planning D. Capital & operations budget for front office E. Refining budgets, budgetary control F. Forecasting room revenue</p> <p>Advantages & Disadvantages of budgeting</p>							
UNIT-2	<p>TIMESHARE & VACATION OWNERSHIP</p> <ul style="list-style-type: none"> • Definition and types of timeshare options • Difficulties faced in marketing timeshare business • Advantages & disadvantages of timeshare business • Exchange companies -Resort Condominium International, Intervals International <p>How to improve the timeshare / referral/condominium concept in India- Government's role/industry role</p>							
UNIT-3	<p>ACCOMMODATIONS MANAGEMENT ASPECTS</p> <ul style="list-style-type: none"> • Effective use of SOP's in front office department. • Establishing standards, monitoring performance, • Tariff decisions • Cost & pricing-Hubbart formula, Rule of the Thumb • Marginal/Contribution pricing • Occupancy & Revenue reports • Equipment-management & maintenance. 							

I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

<ul style="list-style-type: none">• UNIT-4	INTRODUCTION TO AIRLINE INDUSTRY: Introduction, Structure of the Airline Industry, Major & National Carriers, Regional Carriers, Role of Regional Air Carrier. SAFETY REGULATION AND OVERSIGHT OF FLIGHT OPERATION Introduction, Safety Regulation of Flight Operations, Flight crew requirements for flight safety, Alternate arrangements by operator, In- flight Monitoring by Operator, Flight operation to a new station, security clearance for foreign pilot and Engineers, Flight safety manual, Safety Audit.
<ul style="list-style-type: none">• REFERENCES:	<ul style="list-style-type: none">• Front Office Training manual – Sudhir Andrews. Publisher: Tata Mac Grew Hill• Managing Front Office Operations – Karsavina & Brooks Educational Institution HAMA• Front Office – operations and management – Ahmed Ismail (Thomson Delmar)• Front office Operation Management- SKI Bhavnagar, Publisher: Frank Brothers• Managing Front Office Operations By Karsavina & Brooks• Hotel Front Office Management, 4th Edition by James Socrates Bard; Wiley International

Front Office Management

BHMCT 606-18

COURSE OUTCOME

CO1 Students will be able to acquire the knowledge of Yield Management calculations, preparing statistical data based on actual calculations.

CO2 Students will be able to learn Preparation of sales letters, brochure, tariff cards & other sales documents Assignment on GDS.

CO3 Students will be able to acquire the knowledge of Calculation of staff requirement & making of duty rotas for front office department of small, large & medium sized hotels with different levels of occupancy

SYLLABUS MAPPING

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
CO1	✓	✓	✓	✓	✓	✓
CO2	✓	✓	✓	✓	✓	✓
CO3	✓	✓	✓	✓	✓	✓

1. Preparation of SOP's for guest arrival, departure, complaint handling
2. Yield Management calculations, preparing statistical data based on actual calculations
3. Role play & problem handling 4
4. Preparation of sales letters, brochure, tariff cards & other sales documents Assignment on GDS
5. Calculation of staff requirement & making of duty rotas for front office department of small, large & medium sized hotels with different levels of occupancy
6. Preparation of operating budget for front office
7. Computer proficiency in all hotel computer applications-actual computer lab Hours.
8. Preparation of SOP's for guest arrival, departure, complaint handling

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

Accommodation Management
BHMCT 607-18

COURSE OUTCOME	CO1 Students will be able to acquire knowledge and learn about the Elements of Design, Lightening and Lightening Fixtures in Housekeeping department. CO2 Students will be able to perform various 3R's of waste management, Garbage segregation and Energy Generation. CO3 Students will be able to explain ECO-FRIENDLY PRACTICES and System of certifying Ecotel CO4 Students will be able to identify the ENERGY AND WATER CONSERVATION IN HOUSEKEEPING OPERATIONS						
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2	✓	✓	✓	✓	✓	✓
	CO3	✓	✓	✓	✓	✓	✓
	CO4	✓	✓		✓	✓	✓
UNIT-1	INTERIOR DECORATION <ul style="list-style-type: none"> • Elements of Design • Color and its role in decor- Types of Color Schemes • Windows and Window Treatments • Lightening and Lightening Fixtures • Floor Finishes • Carpets • Furniture and Fittings • Accessories 						
UNIT-2	WASTE MANAGEMENT <ul style="list-style-type: none"> • 3R's of waste management • Garbage segregation • Disposal • Composting • Energy Generation 						
UNIT-3	ECO-FRIENDLY PRACTICES <ul style="list-style-type: none"> • Housekeeping role in a green property • Guest Supplies • Cleaning Agents • System of certifying Ecotel 						
UNIT-4	NEW PROPERTY COUNTDOWN ENERGY AND WATER CONSERVATION IN HOUSEKEEPING OPERATIONS						

I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

REFERENCES	
	<ul style="list-style-type: none">• Andrews, S. (2013). <i>Hotel Housekeeping: A Training Manual</i>. Tata McGraw-Hill Education.• Raghubalan, G., & Raghubalan, S. (2014). <i>Hotel housekeeping: operations and management</i>. Oxford University Press.• Burstein, H. (1980). <i>Management of Hotel and Motel Security</i> (Vol. 5). CRC Press.• Jones, T. J. (2007). <i>Professional management of housekeeping operations</i>. John Wiley & Sons.• Singh, M. (2012). <i>Hotel Housekeeping</i>. Tata McGraw-Hill Education.• Ghosal, S. (2011). <i>Hotel Engineering</i>. Oxford University Press.

Accommodation Management

BHMCT 608-18

COURSE OUTCOME

CO1 Students will be able to identify special decoration and planning with time split executing

CO2 Students will be able to understand the importance of team cleaning

CO3 Students will be able to identify the standard operating procedure of different cleaning surfaces and will be able to use in an appropriate & professional manner.

SYLLABUS MAPPING

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
CO1	✓	✓	✓	✓	✓	✓
CO2	✓		✓	✓	✓	✓
CO3	✓	✓	✓	✓		✓

Special decoration (theme related to hospitality industry)

- indenting
- costing
- planning with time split executing

Team cleaning

- Planning
- Organizing
- Executing
- Evaluating

Devising/ designing training module

- Refresher training(5 days)
- Induction training(2 days)
- Remedial training(5 days)

Standard operating procedure

- skill oriented task (e.g. cleaning and polishing glass, brass etc)

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

Principles of Management BHMCT 609-18

COURSE OUTCOME	CO1 Students will be introduced to Management, its features, classifications. CO2 Students will get to know the planning and organizing in Management. CO3 Students will learn about controlling and directing. CO4 Students will also learn about Group dynamics.																																									
SYLLABUS MAPPING	<table border="1"> <thead> <tr> <th>Course Outcome</th> <th>PO1</th> <th>PO2</th> <th>PO3</th> <th>PO4</th> <th>PO5</th> <th>PO6</th> </tr> </thead> <tbody> <tr> <td>CO1</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>CO2</td> <td></td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>CO3</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td></td> <td>✓</td> </tr> <tr> <td>CO4</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> </tbody> </table>							Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6	CO1	✓	✓	✓	✓	✓	✓	CO2		✓	✓	✓	✓	✓	CO3	✓	✓	✓	✓		✓	CO4	✓	✓	✓	✓	✓	✓
Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6																																				
CO1	✓	✓	✓	✓	✓	✓																																				
CO2		✓	✓	✓	✓	✓																																				
CO3	✓	✓	✓	✓		✓																																				
CO4	✓	✓	✓	✓	✓	✓																																				
UNIT-1	INTRODUCTION <ul style="list-style-type: none"> • Concept and Nature of Management: Concept & Definitions, Features of Management, Management as Science, Art & Profession, Levels of Management, Scope of Management, • Nature of Management Process, • Classification of Managerial Functions, Evolution of Management Thought, • Approaches to Management (Classical, Behavioral, Quantitative Contingency), Contribution Of Leading Thinkers, • Orientation to management thought process. • Role of Manager- Professional Manager and his tasks, Managerial skills, Managerial Ethics and Organization Culture, Recent Trends in Management Thought. 																																									
UNIT-2	PLANNING & ORGANISING <ul style="list-style-type: none"> • Overview of functions of management; • Concepts of POSDCORB, • Planning and Management Process, Mission- Objective- Goals, Urgent and Important Paradigms, • Planning process in Detail, Types and Levels of Plans • Problems solving and decision making, • Time Management. • Planning and Decision Making - Nature, Process and Types of Planning, • Management By Objectives (MBO), Nature & Principles Of Organization, Organizing and Organizing Structure, • Forms Of Organization Structure Line & Staff, Organization Chart, Principles of Organization; • Scalar Principle, Departmentation; Unity and Command. 																																									

Head
Department of Management & Hospitality
I. K. Gujral Punjab Technical University
Kapurthala-141003

I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

	<ul style="list-style-type: none">• Span of Control, Centralization and Decentralization,• Authority and Responsibility, Delegation
UNIT-3	CONTROLLING & DIRECTING <ul style="list-style-type: none">• Basic concepts of control- Definition, Process and Techniques.• Directing: Nature & Scope of Directing,• Motivation and Morale,• Communication,• Leadership, Concept, Theories of Leadership, styles, Successful versus effective leadership styles in travel trade and hospitality organizations, Coordination
UNIT-4	GROUP DYNAMICS <ul style="list-style-type: none">• Types of Groups,• Reason for the formation of group, Group cohesiveness, group conflicts, team building,• Individual differences: Causes of individual differences. Interpersonal Skill - Transactional analysis, Life Positions, Johari Window
REFERENCES	<ul style="list-style-type: none">• Heinz Wehrich, Cannice & Koontz, Management (A Global Perspective), Tata McGrawHill• Griffin, Management: Principle & Applications, Cengage Learning• Stephen Robbins & Coulter Mary, Management, Pearson Education• V S P Rao & V H Krishna, Management, Excel Books• P. Subba Rao, Principles of Management, Himalaya Publishing Mukherjee, Principles of Management and Organisational behaviour, Tata McGrawHill.

Mentoring and Professional Development BMPD 602-18

Guidelines regarding Mentoring and Professional Development

CO1 Students will actively participate in various classroom activities like expert talk, aptitude test, Group Discussion and quiz which in turn help them improve communication skills.

CO4 students will be able to analyse and discuss on various issues raised in Group Discussions.

CO3 Students will have various outdoor activities which in turn helps them with team building.

CO4 Students will be able to be more confident.

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

SYLLABUS MAPPING

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
CO1		√	√	√	√	√
CO2	√	√	√	√	√	√
CO3	√	√	√	√		√
CO4	√	√	√	√	√	√

The objective of mentoring will be development of:

- Overall Personality
- Aptitude (Technical and General)
- General Awareness (Current Affairs and GK)
- Communication Skills
- Presentation Skills



The course shall be split in two sections i.e. outdoor activities and class activities.

For achieving the above, suggestive list of activities to be conducted are:

Part – A

(Class Activities)

1. Expert and video lectures
2. Aptitude Test
3. Group Discussion
4. Quiz (General/Technical)
5. Presentations by the students
6. Team building Exercises

Part – B

(Outdoor Activities)

7. Sports/NSS/NCC
8. Society Activities of various students chapter i.e. ISTE, SCIE, SAE, CSI, Cultural Club, etc.

Evaluation shall be based on rubrics for Part – A & B

Mentors / Faculty in charges shall maintain proper record student wise of each activity conducted and the same shall be submitted to the department.

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

***SEVENTH
SEMESTER***

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

BHMCT 701A-18

FOOD PRODUCTION MANAGEMENT

COURSE OUTCOME	CO1 Students will get acquainted to latest trends the field of specialization. CO2 They will be able to classify and explain the use of technology in Food & Beverage production and Management CO3 Students will be able to analyze the various products and demonstrate their use. CO4 Learner will be able to excel in the area of specialization and able to formulate solutions to the issues pertaining to the Industry						
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓		✓	✓	✓	✓
	CO2	✓	✓	✓	✓	✓	✓
	CO3	✓	✓	✓	✓		✓
	CO4	✓	✓	✓	✓	✓	✓
UNIT-1	INTRODUCTION <ul style="list-style-type: none"> • Latest Trends and Concepts • Life style cooking- Gluten free, sugar free, Vegan, slow food movement, menu examples. • Sustainable Food & Beverage Production- Importance of sustainability in food operations, Farm to Fork, Organic food, sustainable culinary practices, waste disposable • Anthropology of food- Evolution of Modern Era, Food & Culture relations (Religion, Geography, Influences) 						
UNIT-2	<ul style="list-style-type: none"> • Cloud kitchens, ○ Preparation of food in centralised outlet, ○ Advantages and disadvantage of centralised outlet, ○ Equipments required, ○ HACCP procedures, ○ Transportation and logistics 						
UNIT-3	<ul style="list-style-type: none"> • Exotic Herbs / Exotic spices /marinades / condiments ○ Their types ○ Importance ○ Usage in cooking, ○ Medicinal properties ○ Therapeutic properties • Food Preservation ○ Preservation methods using natural preservatives ○ Preservation methods using chemical preservatives, ○ Dehydration, ○ Jams and jellies, ○ Squash and syrups, ○ Dehydrated foods, ○ Chutneys, Pickles and preserve recipes. 						
UNIT-4	<ul style="list-style-type: none"> • Presentation Art ○ Plate presentation, 						

Head
 Department of Management & Hospitality
 I.K. Gujral Punjab Technical University
 Kapurthala-144603

I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

	<ul style="list-style-type: none">○ Garnishes-● Buffet presentation –● Display work○ Sugar displays:<ul style="list-style-type: none">▪ Pastillage,▪ Gum paste▪ Molding & modelling techniques,▪ Marzipan○ Bread Displays<ul style="list-style-type: none">▪ Center pieces,▪ Bread basket▪ Bread Art
REFERENCES	<p>Arora, Krishna - Theory of Cookery-, Frank Bros., New Delhi 2009</p> <p>Philip, Thangam E- Modern Cookery, 5th edition, Anna Salai, Chennai 2009</p> <p>Bali, Parvinder: Quantity Food Production Operations and Indian Cuisine oxford, London 2013</p> <p>Aggarwal, D.K., Kitchen Equipment & Design, Aman Publications, New Delhi, 2006.</p> <p>Vikas Singh, Text Book Of food Production (BTK), Aman Pub., N. Delhi, 2011.</p> <p>Mcvey, Paul J- Fundamentals of menu planning-, 3rd edition John Wiley & Sons, New Jersey</p> <p>Le Rol A.Polsom. The Professional Chef Bo Friberg (2002)</p> <p>Cessarani & Kinton (2007). Theory of Catering. Hodder Education Publisher</p> <p>Fuller J. Barrie & Jenkins. Accompaniments & Garnishes from walter</p> <p>Kinton R Cessarani V., Foskett D. (2000) Practical Cookery (9th edition) Hodder Education</p> <p>The Professional Pastry Chef, Fourth Edition • Wiley & Sons INC</p>

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

BHMCT 702A-18 - PRACTICAL FOOD PRODUCTION MANAGEMENT

COURSE OBJECTIVE

CO1 Learner will be able to illustrate supervisory role

CO2 Students will be practically able to formulate the plan to execute the operations of Hospitality business

CO3 Students will showcase their skills learned by hands on exposure in practical laboratories.

CO4 Students will be able to propose and develop Food & Beverage business models and ensure smooth running of the same.

SYLLABUS MAPPING

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
CO1	✓	✓	✓	✓	✓	✓
CO2	✓		✓	✓	✓	✓
CO3	✓	✓	✓	✓	✓	
CO4	✓	✓	✓	✓	✓	✓

1. Practical 1: Time experiment (24 hrs., 12 hrs., 6 hrs., 2 hrs.) using sous vide or similar techniques. Output- How long meat (Lamb loin chops) should cook for the best results.
2. Practical 2: Blast freeze/ cook freeze vegetables, sauces, and cooked food for longer shelf life.
3. Practical 3: Vegan food and recipes including presentation, plating, and garnishing.
4. Practical 4: Dehydrate and preserve organic fruits/ pickling/ cocktail syrup making.
5. Practical 5: Processing Herbs and spices used in cooking.
6. Practical 6: Dry rub and marinade output: which taste better/ differences and how they are done.
7. Practical 7: Bread art and presentation
8. Practical 8: Buffet presentation (Can be done during events)
9. Practical 9: Gluten Free recipes and Menus
10. Practical 10: Sugar Free Recipes and menus
11. Practical 11: Recipes and Menus as per Food and Culture relations.

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

703A – 18

TANDOOR-PRINCIPLE, CONCEPT AND APPLICATION

COURSE OUTCOME	<p>CO1 Students will explain all the components and various roles involved in planning, organizing, running and evaluating an event;</p> <p>CO2 They will apply the theory and skills necessary to professionally plan, organize and run a business event.</p> <p>CO3 Students will understand the importance of strategic planning for an event or festival, including monitoring and evaluating the impacts on the wider community.</p> <p>CO4 Learner will manage the all the aspects of a business operations.</p>							
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6	
	CO1	✓	✓	✓	✓	✓	✓	
	CO2		✓	✓	✓	✓	✓	
	CO3	✓	✓	✓		✓	✓	
	CO4	✓	✓	✓	✓	✓	✓	
UNIT - 1	<ul style="list-style-type: none"> • Evolution of Tandoori • Cuisine History of Tandoor • Phases/Era of tandoor and tandoori cookery Influence of Mughals on tandoori cookery • Ingredients used in tandoori cookery and Identification of ingredients • Use of various spices Uses of tenderizers • Uses of herbs in tandoori cookery • Various garnishes and plate presentation in tandoori cookery • Tandoori platters • Fuels and other equipments related to tandoor Types of fuel used in tandoor • Types of tandoor • • Other equipments required in tandoor cookery 							
UNIT - 2	<ul style="list-style-type: none"> • Preparing of tandoor • Laying the base and floor of tandoor • Inserting the clay pot and insulation • Finishing, Firing and curing of the tandoor • Creating Marinades and Rubs • Various types of marinades used in tandoori cookery • Difference between marinades and Rubs Usefulness of marinades and rubs • Searing and sealing of food items • Methods of basting and sealing of food items • BASIC COMMODITIES OF TANDOOR MARINATION • Ingredients used in Tandoor cooking • Marinade: importance, types, uses • Accompaniments for Tandoor dishes, • Variety of vegetable and meat cuts required 							
UNIT - 3	<ul style="list-style-type: none"> • Techniques to control the temperature of tandoor • Methods to control the temperature of tandoor during operational peak hours • Various techniques of controlling temperature 							
UNIT - 4	<ul style="list-style-type: none"> • Pairing of tandoori food with curries and beverage • Compatibility of various alcoholic beverages and non-alcoholic beverages with tandoori food items 							

Department of Management & Hospitality
 I. K. Gujral Punjab Technical University
 Kapurthala-144603

I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

	<ul style="list-style-type: none">• Hygiene and safety standards cleanliness near tandoor and kitchen• Cleaning of tandoor and disposal of fuel residue Personal hygiene of tandoor chef• Protective clothing and gear of tandoor personal Equipment's and tools required in cleaning and safety• Location and use of fire extinguishers near tandoor and kitchen .
References	<p>https://nsdcindia.org/sites/default/files/QP_THC-Q3001_Tandoor-Cook.pdf Tandoor: The Great Indian Barbecue Hardcover – 12 November 2001 by Ranjit Rai</p>

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

704A – 18 - PRACTICAL - . TANDOOR-PRINCIPLE, CONCEPT AND APPLICATION

Suggested Menus:

COURSE OUTCOME	<p>CO1 Students will explain all the components and various roles involved in planning, organizing, running and evaluating an event; CO2 They will apply the theory and skills necessary to professionally plan, organize and run a business event. CO3 Students will understand the importance of strategic planning for an event or festival, including monitoring and evaluating the impacts on the wider community. CO4 Learner will manage the all the aspects of a business operations.</p>						
SYLLABUS MAPPING	Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
	CO1	✓	✓	✓	✓	✓	✓
	CO2	✓	✓	✓	✓	✓	✓
	CO3	✓	✓	✓	✓	✓	✓
Menu 1 Tandoori roti, Kulcha Naan / Muslim Naan Paneer tikka, / Murgh Tikka Mint chutney	Menu 2 Bhakharkhani Naan Shikampuri Kabab , Phaldari Kabab Mint chutney						
Menu3 Roomali roti Sheekh Kabab , Vegetable Sheekh Kabab Mint and yoghurt sauce	Menu 4 Khasta roti Kakori Kebab Mint chutney						
Menu 5 Sheeramal Shammi Kabab , Toonde kebab Mint chutney	Menu 6 Bhakri (Nachani, Bajra) (Rice, Jawar) Ajawain Prawns / Ajawain Mushroom Chilli sauce						
Menu 7 Missi Roti Kalami / Tangdi kabab Stuffed Hariyali Fish Mint chutney	Menu 8 Stuffed parathas – vegetarian Boti kabab Mint chutney						
Menu 9 Stuffed parathas – Non vegetarian Tandoori Chicken Patti Soya chaap Yoghurt sauce	Menu 10 Baida Roti Peshawari Naan Malai kabab (chicken, veg)						

Head
 Department of Management & Hospitality
 I.K. Gujral Punjab Technical University
 Kapurthala-144603

BHMCT 701B-18

FOOD AND BEVERAGES SERVICE MANAGEMENT

<p>Unit-i</p>	<p>Supervisory Functions:</p> <ul style="list-style-type: none"> • Briefing • Allocations of tables • Checking the Mise en place and Mise –en-scene • Handling Tips • Stock Taking • Indenting and maintaining par-stocks of supplies • Sales Analysis • Cost Analysis • Break Even Point calculation • Handling Complaints • Training the staff • Employee evaluating / performance appraisal. <p>Customer Relationship Management:</p> <ul style="list-style-type: none"> • Importance of customer Relationship: Regular, Occasional, First timer • Guest Satisfaction: Menu, consistency in the quality of dishes & service • Food safety and Hygiene • Attitude of staff • Suggestions by guests
<p>Unit-II</p>	<p>Specialized form of service :</p> <ul style="list-style-type: none"> • Lounge service, • Butler service, • Railway catering • Airline services. • Gueridon service : <ul style="list-style-type: none"> • History & definition of Gueridon, • Types of trolley, • Various items to be prepared, • Advantages and disadvantages of Gueridon. • Carving & flambé service : <ul style="list-style-type: none"> • Flambé trolleys, • Sweets trolley, • Cooking & carving at table
<p>Unit-III</p>	<ul style="list-style-type: none"> • Food and Beverage Management in Fast Food and Popular catering- Introduction, Basic Policies- Financial, Marketing and Catering, Control and performance measurements. • Food and Beverage Management in Hotels and Quality Restaurants- Introduction, Basic Policies- Financial, Marketing and Catering, Control and performance measurements. • Food and Beverage Management in Function Catering-- Introduction, Basic Policies- Financial, Marketing and Catering, Control and performance measurements. • Food and Beverage Management in Hospital Catering-- Introduction, Basic Policies- Financial, Marketing and Catering, Control and performance measurements.
<p>Unit-IV</p>	<p>Merchandising</p>

Handwritten signature

I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

	<ul style="list-style-type: none">• Menu Merchandising :<ul style="list-style-type: none">○ Basic menu criteria,○ Types of food and beverage menu,○ Methods of printing menu,○ Suggestive selling and up selling,○ Emerging trends in the menu printing• Visual Merchandising<ul style="list-style-type: none">○ Floor stands,○ Posters,○ Wall displays,○ Tent cards etc.,• Apparel Merchandising• Signage Merchandising• Brand Merchandising
Text Books:	<p>Food and beverage service by R. Singaravelavan, oxford university press, 1st edition, (2011)</p> <p>Text book of food and beverage service by S.N.Bagchi/Anita Sharma, Aman publications, new Delhi, 3rd edition, (2010)</p> <p>Bar attendant's handbook by George Ellis, global India publications pvt ltd., 2nd edition, (2002)</p> <p>The bar and beverage book by Costas Katsigris, Chris Thomas, John Wiley & sons, 4th Edition, (2007)</p>

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

BHMCT 702B-18- (PRACTICAL) FOOD AND BEVERAGES SERVICE MANAGEMENT

Course Objectives:

CO1 Learner will be able to illustrate supervisory role

CO2 Students will be practically able to formulate the plan to execute the operations of Hospitality business

CO3 Students will showcase their skills learned by hands on exposure in practical laboratories.

CO4 Students will be able to propose and develop Food & Beverage business models and ensure smooth running of the same.

SYLLABUS MAPPING

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
CO1	✓	✓	✓	✓	✓	✓
CO2	✓		✓	✓	✓	✓
CO3	✓	✓	✓	✓	✓	
CO4	✓	✓	✓	✓	✓	✓

Supervisory Skill SOP:

Conducting Briefing & Debriefing

Restaurant, Bar, Banquets & Special events

Drafting Standard Operating Systems (SOPs) for various F & B Outlets

Supervising Food & Beverage operations

Preparing Restaurant Log

F&B Staff Organization

- Class room Exercise (Case Study method)
- Developing Organization Structure of various Food & Beverage Outlets
- Determination of Staff requirements in all categories
- Making Duty Roster
- Preparing Job Description & Specification

Staff Organization

- Class room Exercise (Case Study method)
- Developing Organization Structure of various Food & Beverage Outlets
- Determination of Staff requirements in all categories
- Making Duty Roster
- Preparing Job Description & Specification

Gueridon and Flame cooking and carving at table:

- Organizing Mise-en-place for Gueridon Service
- Dishes involving work on the Gueridon
- Task-01 Crepe suzette Task-02 Banana au Rhum Task-03 Peach Flambe Task-04 Rum Omelette Task-05 Steak Diane Task-06 Pepper Steak

Developing Hypothetical Business model of food and beverage outlets:

- Popular catering,
- Quality Restaurant,
- Function catering,
- Hospital catering.

Case study of Food and Beverage outlets:

- Popular catering,
- Quality Restaurant,

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

- Function catering.
- Hospital catering.

Head
Department of Management & Hospit.
I.K. Gujral Punjab Technical Universit:
Kapurthala-144603



I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

703B – 18

EVENT MANAGEMENT

OBJECTIVE: - To impart within student basic knowledge of organizing, Marketing & Promotions & Managing of Events.

LEARNING OUTCOMES:

Explain all the components and various roles involved in planning, organizing, running and evaluating an event;

Apply the theory and skills necessary to professionally plan, organize and run a business event; and

Understand the importance of strategic planning for an event or festival, including monitoring and evaluating the impacts on the wider community.

UNIT - 1

Events- The Concept, Nature, Definition and scope, C's of Events, advantage and disadvantage of Events, Categories and Typologies, Skills required to be a good Event Planners

UNIT – 2

Organizing & Designing of Events, key elements of Events, Event Infrastructure, core concept, core people, core talent, core structure, Setting Objectives for the Event, Negotiating Contracts with event Organizers, Venue, Media.

UNIT – 3

Marketing & Promotion of Events: Nature of Event Marketing, Process of Event Marketing, The Marketing Mix, Sponsorship. Promotion: Image/ Branding, Advertising, Publicity and Public Relation

UNIT - 4

Managing Events: Financial Management of Events, Staffing, Leadership. Safety and Security: Occupational Safety and Health, Incident Reporting, Crowd Management and Evacuation

References:-

A.K. Bhatia, „Event Management”, Sterling Publishers Pvt. Ltd. Delhi.

Anton Shone & Bryn Parry, „Successful Event ;2Management

Coleman, Lee & Frankle, Powerhouse Conferences. Educational Institute of AHMA

Hoyle, Dorf & Jones, Meaning conventions & Group business. Educational institute of AH & MA.

Joe Jeff Goldblatt, “Special Events: Best Practices in Modern Event Management (Hospitality, Travel & Tourism)”, John Willy and Sons, New York

Leonard H. Hoyle, Jr, „Event Marketing”, John Willy and Sons, New York

Lynn Van Der Wagen, Carlos, Event Management, Pearson, New Delhi.

Sanjay Singh Gaur, Sanjay V Saggere, Event Marketing Management, Vikas Publication, New Delhi

John Beech, Sebastian Kaiser, Robert Kaspar - The Business of Events Management ;Pearson Publications

Head
Department of Management & Hosota
I.K. Gujral Punjab Technical University
Kapurthala-144603

I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

704B – 18 - PRACTICAL

EVENT MANAGEMENT

1. Understanding the various types of events
2. Preparing Requirement forms
3. Preparing and planning schedules of various events
4. Preparing Function sheet
5. Planning the staffing for an Event
6. Understanding the various legal compliances for an event
7. Preparation of Reimbursement & Honorarium, Travel arrangement worksheet
8. Developing Recordkeeping systems
9. Designing an event
10. Planning a birthday party
11. Planning a food festival
12. Planning a corporate event
13. Planning a promotion for an event

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

BHMCT 701C-18

FRONT OFFICE MANAGEMENT

UNIT – 1	Cash and Credit Control: Cash Control: Introduction, frauds & internal control, cash receipt control, physical control measures. Credit Control: Meaning, objective and methods, Hotel credit policy, Control measures; during occupancy, checkout, after departure, Prevention of Skippers: on arrival/during stay/on departure day.
UNIT – 2	Quality Guest Service: Introduction, services provided by hotel front office, certification in relation to quality, relationship with other divisions, managing customer relationship through effective communication, complaint handling, latest trends and practices followed in front office.
UNIT – 3	Budgeting: Introduction, types, advantage and disadvantages of budgeting, budgetary controls, The budgeting process, Planning capital budget, Planning operation budget, Operating budget – controlling expenses – income statement, Purchasing systems – methods of buying, Stock records – issuing and control.
UNIT – 4	Revenue Management: Concept and applications, Measuring yield, elements of revenue management; using revenue Management, Economic Principles and Demand Forecasting, Reservations and Channels of Distribution, The Revenue Management Team, Strategic Management and Following the RevMAP, Tools, Tactics, and Resources. Selling Techniques Reception as a sales department Purpose of selling/the hotel product selling methods
References	Front Office training manual- Sudhir Andrews Front office operations and management– Jatashankar R. Tewari Front Office Operations – Colin Dix, Chris Baird Professional Hotel Front Office Management– Anutosh Bhakta Hotel Front Office Management – James. A. Bardi Front Office Operations and Management – Ahmed Ismail(Thompson Delmar) Front Office Operation Management – S. K. Bhatnagar Managing Front Office Operations – Micheal Kasavana and brooks Principles of Front Office Operations – Sue Baker & Jerny Huyton Check-in check-out – Jerome Valley A Manual of Hotel Reception – J. R. S. Beavis, S. Medlik Heinemann Professional

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

BHMCT 702C-18 - PRACTICAL FRONT OFFICE MANAGEMENT

S. No.	Topic
1	Handling Guest Complaints
2	Handling various modes of payment: Cash, Foreign currency, Travellers Cheques, Travel vouchers, Credit/Debit Cards, Bill to company, etc.
3	Front Office Management Jargons
4	Role Play :- <ul style="list-style-type: none">• Customer relationship management via effective communication
5.	Hands on preparation of Front Office Budget
6.	Latest Trends in Front Office (Assignment as PPT Presentation)
7	Mock Report Generation
8	A week as a front office manager-mock session.

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

703C - 18

TOUR & TRAVEL MANAGEMENT

UNIT - 1	Organised Travel Defining Tourist & Tourism viz: inbound, outbound, domestic, maintenance of tourism products, Alternative tourism, Mass tourism, Special Interest Tourism. Itinerary Development Introduction, meaning and definition, types of itineraries, how to develop an effective itinerary, functions of tour managers and planning tools for an itinerary.
UNIT - 2	Tour Packaging Management Concept, Origin and development of Tour Packaging, Types of Tour, Component of a Standard Package Tour, Factors affecting Tour Formulation, Tour Designing Process, Significance of Package Tour, Tour Brochure.
UNIT - 3	Travel Agency Marketing, Marketing Concept, unique features of Travel Marketing, Significance of Travel Agency Marketing, Developing a Tour Marketing Plan, Marketing Strategy of Inbound & Outbound tours.
UNIT - 4	Travel Trade Organizations/Associations Need and Significance of Travel Trade Association, Role and Contribution of UNWTO, IATA, PATA, IATO and TAAI.
References	Chand, Mohinder Travel Agency Management, Anmol: Delhi Chun, James, Dexter & Boberg, Professional Travel Agency Management. Prentice Hall Publication Fay Betsy, Essentials of Tour Management, New Jersey: Prentice Hall Publication. Negi J.M., Travel Agency and Tour Operation: Concepts and Principles, New Delhi: Kanishka Publishers & Distributors.

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

704C – 18 - PRACTICAL TOUR & TRAVEL MANAGEMENT

- To prepare different Itineraries
- Prepare different tour packages
- Develop Tour Brochures
- Develop Tour Marketing plans
- Field visit of six to ten days duration specific destination during the semester period duly approved by the Director. All students are required to submit the field study tour reports of their field visits in the department 15 days before the second semester Viva-voce examination. The Viva-voce shall be conducted on the basis of theory papers and field visits and marks shall be awarded both by Internal and External examiners. The aggregate of both the examiners shall be awarded to the candidates there upon.

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

BHMCT 701D-18

ACCOMMODATION MANAGEMENT

OBJECTIVE: - The students will get knowledge about Planning and organizing housekeeping department Store and stock control, Renovation of Rooms, contract Cleaning & crisis Management
LEARNING OUTCOME:

- Students will get an insight about purchase and stock control
- Along with that students also learn about managing contractual services and crisis situation.
- Students also learn about renovation
- Contract Cleaning concepts & Managerial Handling

UNIT - 1	Flower Arrangements: Introduction, Flower arrangements in hotels, Flower arrangements basics, Designing flower arrangements, Japanese/Oriental Flower arrangements, common Flowers and Foliage
UNIT - 2	Horticulture: Introduction, Essential components of horticulture, Landscaping, Indoor plants, Bonsai in hotels
UNIT - 3	Changing Trends in Housekeeping: Introduction, Outsourcing, Training and Motivation, New trends, Eco-friendly amenities & products, New scientific techniques, use of information technology in housekeeping
UNIT - 4	CRISIS MANAGEMENT a. Emergencies • Medical (respiration / burns/wounds/hemorrhage / first aid etc) • During facility breakdown • Fire / natural disasters etc • Evacuation procedures b. Security aspects • Importance, • Details of security in public area, • Monitoring of Activities in public areas. • Monitoring in Accommodation Operation Area – Floor, Lobby & Rooms • Loss prevention • loss and found department - roles and procedures) • Managerial handling of the VIPS, CIPS and Travel Agent Groups • Complaint handling at the desk
References	Simple Flower Arranging Hardcover by Mark Welford (Author), Stephen Wicks (Author). Penguin The Art of Flower Arranging Hardcover – by Paula Pryke , Rizzoli Flower Arranging: The Complete Guide for Beginners Hardcover –by Judith Blacklock c&C offset Flower School: A Practical Guide to the Art of Flower Arranging by Calvert Cray Running Press Book Publishers Flower Color Guide by Darroch Putnam, Michael Putnam Phaidon Press Textbook of Horticulture By K Manibhushan Rao · 2005 Macmillan Disaster Planning and Preparedness in the Hotel Industry By Ahmad Rasmi Albattat, Ahmad Puad Mat Som , Emerald Five Star Crisis Management - Examples of Best Practice from the Hotel Industry By Outi Niininen , INtech Open

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

BHMCT 702D-18 - PRACTICAL ACCOMMODATION MANAGEMENT

S. No.	Topic
1	Flower Arrangements: Identify various flowers used for various arrangements, Identify various basic ingredients used for flower arrangements, Learn different types of Flower arrangements, Learn different styles of Japanese and Oriental flower arrangements. Horticulture: Understand essential components of horticulture; understand the elements of landscaping, To know about indoor plants, Elements of Bonsai.
2	First Aid • First aid kit • Dealing with emergency situation • Maintaining records
3	Fire safety fire fighting • Safety measures • Fire drill (demonstration) • Evacuation procedures
4	Raising indents and ordering for Special decorations (<i>Theme related to hospitality industry</i>) • Indenting • Costing • Planning with time split along with execution
5.	Preparing rooms for special occasions/guests/VIP/CIP/Travel Agent guests Inter departmental coordination Situation handling at the desk in housekeeping
6	Trends and latest Energy Conservation & eco-friendly concept

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

BHMCT 703D-18 - INTERIOR DECORATION

UNIT - 1	Interior Designing <ul style="list-style-type: none">• Introduction• Significance of Interior Design• Types of Interiors• Fundamentals of Interior Design• Principles & Elements of Design• Designing for the physically challenged
UNIT - 2	Colour Designing <ul style="list-style-type: none">• Introduction• Dimensions of colour• Prang's colour system• Munsell colour system• Colour scheme for Lobby & Public area• Chromo Therapy
UNIT - 3	Floor Covering <ul style="list-style-type: none">• Selection of floor covering• Cleaning of floor covering• Types of floor covering• Importance of floor maintenance• Modern trends of Flooring
UNIT - 4	Wall Covering <ul style="list-style-type: none">• Introduction• Practical Consideration• Types of Walls• Types of wall covering• Selection of wall covering• Maintenance of wall and wall coverings
References	<ul style="list-style-type: none">• Andrews, S. (2013). <i>Hotel Housekeeping: A Training Manual</i>. Tata McGraw-Hill Education.• Raghubalan, G., & Raghubalan, S. (2014). <i>Hotel housekeeping: operations and management</i>. Oxford University Press.• Burstein, H. (1980). <i>Management of Hotel and Motel Security</i> (Vol. 5). CRC Press.• Jones, T. J. (2007). <i>Professional management of housekeeping operations</i>. John Wiley & Sons.• Singh, M. (2012). <i>Hotel Housekeeping</i>. Tata McGraw-Hill Education.• Ghosal, S. (2011). <i>Hotel Engineering</i>. Oxford University Press.

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

BHMCT 704D-18 - PRACTICAL INTERIOR DECORATION

Conception and designing of guest room

Making floor plans,

Wall elevations

Creating 3d models of guestroom/public area

Special decorations

- Theme
- Contrast
- Merged

Practical knowledge about the following

- Carpentry joints.
- Concept of furniture Layout.
- Concept of Colour and Lights.
- Paints, Varnishes, Distemper.
- Concept of False Ceiling.
- General Plumbing system.
- General Sanitary fittings.
- General layout of kitchen and toilets.
- Concept of Showroom, Shop, Classroom, Residence etc.

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

BHMCT 705- PRINCIPLES OF MARKETING

Course Objective: Marketing is one of the foremost functions of Management in present day corporate world, its understanding results in developing best products in terms of goods and services that brings consumer satisfaction. This course will imbibe the basic understanding among the students to become successful marketers.

Course Outcomes (COs): After completion of the course, the students shall be able to:

CO1: Explain the basics of marketing, selling, marketing mix and its core concepts.

CO2: Describe the intricacies of the marketing environment and marketing information systems for effective marketing planning and strategies.

CO3: Develop necessary skills for effective market segmentation, targeting and positioning.

CO4 – Illustrate various components of product mix, product life cycle and comprehend the new product development process.

Syllabus Mapping

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
CO1	✓	✓	✓	✓	✓	✓
CO2	✓		✓	✓	✓	✓
CO3	✓	✓	✓	✓	✓	
CO4		✓	✓	✓	✓	✓

Unit I

Marketing: Nature and Scope of Marketing, customer needs, wants and demand. Various

Marketing Concepts: production, product, selling, marketing and societal marketing, Analyzing marketing environment: micro, macro environment

Unit II

Market segmentation: Need, concept, nature, basis and strategies, mass marketing vs. Segmentation.

Marketing mix: 4Ps of products and 7Ps of services, components and factors affecting mix.

Unit III

Product decisions: Product definition, new product development process, and product life cycle, positioning, branding, packaging and labeling decisions.

Pricing decisions: importance, objectives, designing strategies, Pricing Techniques

Unit IV

Distribution: Types of channel, factors affecting decision, Designing and Managing

Marketing Channel, Managing Retailing, physical distribution system and its components. **Product**

Promotion: promotion mix-introduction, importance, advantages and disadvantages of various components and factors affecting. Designing and managing Integrated Marketing Communications.

Suggested Readings:

1. Kotler, P., Keller, K.L. Koshy, A. and Jha, M., Marketing Management: A South Asian Perspective, Pearson Education.

2. Etzel, M., Walker, B., Stanton, W. and Pandit, A Marketing Management, Tata McGraw Hill.

3. Ramaswamy, V.S and Namakumari, S. Marketing Management: Global Perspective Indian Context, Macmillan Publishers India Ltd.

4. Saxena, Rajan, Marketing Management, Fourth Edition, Tata McGraw Hill Education Pvt. Ltd.

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

BHMCT 706-FINANCIAL MANAGEMENT

Course Objective: To develop a conceptual clarity and basic understanding of the fundamentals of corporate finance among the students. Further help them comprehend its practical applicability in the corporate world.

Course Outcomes (COs): After completion of the course, the students shall be able to:

CO1: Apply financial data for use in decision making by applying financial theory to problems faced by business enterprises.

CO3: Apply time value of money to various pricing and money value.

CO4: Apply modern techniques in capital budgeting analysis.

CO5: Assess dividend policy's impacts on share prices

Syllabus Mapping

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
CO1	✓	✓	✓	✓	✓	✓
CO2	✓		✓	✓	✓	✓
CO3	✓	✓	✓		✓	✓
CO4	✓	✓	✓	✓	✓	✓

UNIT – 1	<p>Financial management -Introduction: Meaning, nature and Scope, Goals of Financial Management-Profit Maximization vs. Wealth Maximization; Finance functions-investment, Financing, Liquidity and dividend decisions. Sources of finance-Long term and short term. Concept of Time Value of Money-present value, future value</p>
UNIT – 2	<p>Financial statement : Analysis and interpretation Meaning, Techniques, Limitations of financial analysis Cost of Capital: Meaning and significance of cost of capital; cost of equity shares; cost of preference shares; cost of debt, weighted average cost of capital. Financial planning : Meaning & scope, Capitalization</p>
UNIT – 3	<p>Investment Decision Making: Meaning, importance, nature of investment decisions. Investment evaluation criteria, Capital budgeting - Meaning, significance, types, techniques CASH FLOW ANALYSIS Meaning of cash flow statement, Preparation of cash flow statement, Difference between cash flow and funds flow analysis , Practical problems</p>
UNIT – 4	<p>Working Capital: Meaning, significance, types, approaches, Factors affecting working capital management capital. Dividend Policies: Meaning, significance, types</p>
References	<p>I. Khan, M. Y. and Jain P. K.(2011), "Financial Management, Text, Problems & Cases", Tata McGraw Hill Company, New Delhi. II. Pandey, I.M.(2015), "Essentials of Financial Management", 4th Edition, Vikas Publishing House Pvt. Ltd., New Delhi. III. Maheshwari, S.N.(2019), "Financial Management – Principles & Practice", 15th Edition, Sultan Chand & Sons, New Delhi. IV. Rustagi, Dr.R.P.(2017), "Basic Financial Management", 8th Edition,</p>

Head
 Department of Management & Hospitality
 I.K. Gujral Punjab Technical University
 Ludhiana-141006

I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

Sultan Chand & Sons, New Delhi. V. Patel, Bhavesh(2014), " Fundamentals of Financial Management", Vikas Publishing House Pvt. Ltd., New Delhi.

Head
Department of Management & Hospitalit,
I. K. Gujral Punjab Technical University
Kapurthala-144603



I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

BHMCT 707-ENTREPRENEURSHIP

Course Objective: The objective of the course is to make the student understand the concept and importance of entrepreneurship and facilitate generation of young entrepreneurs.

Course Outcomes (COs): After completion of the course, the students shall be able to:

CO1: Describe the concept and theories of entrepreneurship and its role in economic development of nation.

CO2: Develop business plan and identify the reasons of failure of business plans.

CO3: Illustrate the steps in starting MSME.

CO4: Comprehend government policies and regulatory framework available in India to facilitate the process of entrepreneurial development.

CO5: Identify different sources of finance for new enterprises and assess the role of financial institutions and various government schemes in entrepreneurial development.

Syllabus Mapping

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
CO1	✓	✓	✓	✓	✓	✓
CO2	✓	✓	✓	✓	✓	✓
CO3	✓	✓	✓		✓	✓
CO4	✓		✓	✓	✓	✓
CO5	✓	✓	✓		✓	✓

UNIT – 1	Definition and Concept of Entrepreneurship, Myths about Entrepreneurship, Entrepreneurial Traits and Motivation, Role of Entrepreneurship in economic development. Types of Entrepreneurs. Barriers in the way of Entrepreneurship. Entrepreneurship Development (ED) Cycle.
UNIT – 2	The Start-up Process Project Identification Selection of the Project Project Formulation Evaluation Feasibility Analysis ,Project Report Business Plans and reasons of failure of business plans. Micro-Small-Medium (MSME) Enterprise – Definition – Characteristics- Objectives- Advantages- Disadvantages-Role in developing countries- Problems- steps for starting- – Government Policies
UNIT – 3	Entrepreneurial Development Programmes (EDP) Role, Relevance and Achievements Role of Government in organizing EDPs ,Critical Evaluation
UNIT – 4	An overview on the roles of institutions/schemes in entrepreneurial development- e.g. IDBI< SIDBI, Commercial Banks.
References	Kumar,Arya(2018), "Entrepreneurship", Pearson, New Delhi. Gopal,V.P.Nanda (2015), "Entrepreneurial Development", Vikas Publishing, New Delhi. Desai, Vasant, "Dynamics of Entrepreneurial Development & Management", Himalaya Publishing House. Khanka,S S, Entrepreneurial Development, S.Chand & Co.,New Delhi.

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

BHMCT 708-PROJECT REPORT

COURSE OUTCOME

CO1 Students will be able to do a field study

CO2 Students will be able to explore new hotel requirement in the region.

CO3 Students will have business insight

CO4 Students will be able to prepare a feasibility report related to Hotel Business

Syllabus Mapping

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
CO1	✓	✓	✓	✓	✓	✓
CO2	✓	✓	✓	✓	✓	✓
CO3	✓	✓	✓	✓	✓	
CO4	✓	✓	✓	✓	✓	✓

Proposed

GUIDELINES: Each student shall write a project report on the topic based on the elective course under the guidance of an internal Teacher and submit the same. This project should be based on a field study leading to the identification of a site or a proposed new hotel/resort project (3, 4, 5 Star category). The student should then establish the market feasibility of this proposed hotel based on

- Types of clientele
- Tourism infrastructure

FORMULATION

The length of the report may be 50-60 double spaced pages (excluding Appendices & Annexure) 10% variation in either side is permitted.

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

BHMCT 709-FACILITY PLANNING

Course Objective: The objective of the course is to make the student understand the classification of hotels as per the physical layout, importance of facilities and their maintenance, as well as cover important aspects of design to make the employee comfortable to work and the guest stay comfortable and convenient.

Course Outcomes (COs): After completion of the course, the students shall be able to:

CO1: Classify hotels (Five, four, three, two, one & heritage).

CO2: Understand the importance of design and implement it.

CO3: Prepare a layout of the main service areas of a hotel


CO4: Comprehend new trends and methods for management of infrastructure.

Syllabus Mapping

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
CO1	✓	✓	✓	✓	✓	✓
CO2	✓	✓	✓	✓	✓	✓
CO3		✓	✓	✓	✓	✓
CO4	✓	✓	✓	✓	✓	✓

<p>UNIT - 1</p>	<p>STAR CLASSIFICATION OF HOTEL Criteria for star classification of hotel (Five, four, three, two, one & heritage) HOTEL DESIGN 1) Design Consideration 2) Attractive Appearance 3) Efficient Plan 4) Good location 5) Suitable material 6) Good workmanship 7) Sound financing 8) Competent Management</p>
<p>UNIT - 2</p>	<p>FACILITIES PLANNING 1) The systematic layout planning pattern (SLP) Planning consideration A. Flow process & Flow diagram B. Procedure for determining space considering the guiding factors for guest room/ public facilities, support facilities & services, hotel administration, internal roads/budget hotel/5 star hotel ARCHITECTURAL CONSIDERATION 1) Difference between carpet area plinth area and super built area, their relationships, reading of blue print (plumbing, electrical, AC, ventilation, FSI, FAR, public Areas) 2) Approximate cost of construction estimation 3) Approximate operating areas in budget type/5 star type hotel approximate other operating areas per guest room 4) Approximate requirement and Estimation of water/electrical load gas, ventilation.</p>
<p>UNIT - 3</p>	<p>KITCHEN EQUIPMENT 1) Equipment requirement for commercial kitchen Heating - gas/electrical Cooling (for various catering establishments) 2) Developing Specification for various Kitchen equipments 3) Planning of various support services (pot wash, wet grinding, chef</p>

Haar Department of Management & Hospitality
 I.K. Gujral Punjab Technical University
 Kapurthala-144603



I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

	<p>room, larder, store & other staff facilities)</p> <p>KITCHEN LAY OUT & DESIGN</p> <ol style="list-style-type: none">1) Principles of kitchen layout and design2) Areas of the various kitchens with recommended dimension3) Factors that affect kitchen design4) Placement of equipment5) Flow of work6) Space allocation7) Kitchen equipment, manufacturers and selection8) Layout of commercial kitchen (types, drawing a layout of Commercial kitchen)9) Budgeting for kitchen equipment <p>KITCHEN STEWARDING</p> <ol style="list-style-type: none">1) Importance of kitchen stewarding2) Kitchen stewarding department layout and design3) Equipment found in kitchen stewarding department <p>STORES – LAYOUT AND DESIGN</p> <ol style="list-style-type: none">1) Stores layout and planning (dry, cold and bar)2) Various equipment of the stores3) Work flow in stores
UNIT - 4	<p>ENERGY CONSERVATION</p> <ol style="list-style-type: none">1) Necessity for energy conservation2) Methods of conserving energy in different area of operation of a hotel3) Developing and implementing energy conservation program for a hotel <p>CAR PARKING</p> <ol style="list-style-type: none">1) Calculation of car park area for different types of hotels <p>PLANNING FOR PHYSICALLY CHALLENGED</p> <p>PROJECT MANAGEMENT</p> <ol style="list-style-type: none">1) Introduction to Network analysis2) Basic rules and procedure for network analysis3) C.P.M. and PERT4) Comparison of CPM and PERT5) Classroom exercises6) Network crashing determining crash cost, normal cost
References	<p>Management of maintenance & Engineering System in Hospitality, Frank D.Borsenik, John Willey & Sons</p> <p>Industrial engineering and Management, O.P Khanna, dhampat rai publications</p> <p>Refrigeration and Air Conditioning</p> <p>By Arora Ramesh Chandra, Ramesh Chandra Arora , PHI learning</p> <p>Hotel Maintenance, K. C. Arora</p> <p>Hospitality Facilities management and Design, David M.Stipanuk, Harold Roffmann, Amer Hotel & Motel Assn</p> <p>Air Conditioning Engineering, W. P. Jones, routledge</p> <p>Facility Planning, Tarun bansal, OUP india</p>

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



BMPD 702-18

MENTORING AND PROFESSIONAL DEVELOPMENT**Guidelines regarding Mentoring and Professional Development**

CO1 Students will actively participate in various classroom activities like expert talk, aptitude test, Group Discussion and quiz which in turn help them improve communication skills.

CO2 students will be able to analyse and discuss on various issues raised in Group Discussions.

CO3 Students will have various outdoor activities which in turn helps them with team building.

CO4 Students will be able to be more confident.

Syllabus Mapping

Course Outcome	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6
CO1	✓	✓	✓	✓	✓	✓
CO2	✓	✓	✓	✓		✓
CO3	✓		✓	✓	✓	✓
CO4	✓	✓	✓	✓	✓	✓

The objective of mentoring will be development of:

- Overall Personality
- Aptitude (Technical and General)
- General Awareness (Current Affairs and GK)
- Communication Skills
- Presentation Skills

The course shall be split in two sections i.e. outdoor activities and class activities.

For achieving the above, suggestive list of activities to be conducted are:

Part – A**(Class Activities)**

1. Expert and video lectures
2. Aptitude Test
3. Group Discussion
4. Quiz (General/Technical)
5. Presentations by the students
6. Team building Exercises

Part – B**(Outdoor Activities)**

7. Sports/NSS/NCC
8. Society Activities of various students chapter i.e. ISTE, SCIE, SAE, CSI, Cultural Club, etc.

Evaluation shall be based on rubrics for Part – A & B

Mentors / Faculty incharges shall maintain proper record student wise of each activity conducted and the same shall be submitted to the department

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

EIGHTH SEMESTER

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603



I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

BHMCT801-18 SPECIALIZED HOSPITALITY TRAINING

Outcome

The students will gain day to day on-hand practical exposure in real life business activity under the supervision of industry experts. They will also learn to co-relate theoretical knowledge with practical realities.

COURSE OUTCOME

CO1 The students will gain practical exposure in real life business activity under the supervision of industry experts.

CO2 They will also learn to co-relate theoretical knowledge with practical realities.

CO3 Students will manage to learn in teams whilst on Training at a Hotel

CO4 They will enhance their interpersonal skills while working in Industry

Syllabus Mapping

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6
CO1	√	√	√	√	√	√
CO2	√	√	√	√	√	√
CO3	√	√	√	√	√	√
CO4	√	√		√	√	√

Duration:

Minimum 16 weeks with coverage of in the chosen department of a full service hotel.(Can be substituted with training in reputed similar organisation be it Airlines, Resorts, any industry in accordance with operations in the chosen specialization).

Documents to be submitted after successful completion of IET:

- . Training Log - Book
- . Departmental Appraisal Forms
- . Project Report
- . Training Certificate from the concerned Authority.

INSTRUCTIONS FOR EXTERNAL EXAMINER

The performance of the students will be evaluated on the basis of Departmental Certificate Issued by the Hotel assigned for Training and VIVA VOICE conducted in the college after the completion of training.

Head
Department of Management & Hospitality
I.K. Gujral Punjab Technical University
Kapurthala-144603

I. K. Gujral Punjab Technical University

BHMCT Batch 2018 onwards

BMPD 802-18

MENTORING AND PROFESSIONAL DEVELOPMENT

Guidelines regarding Mentoring and Professional Development

CO1 Students will actively participate in various classroom activities like expert talk, aptitude test, Group Discussion and quiz which in turn help them improve communication skills.

CO4 students will be able to analyse and discuss on various issues raised in Group Discussions.

CO3 Students will have various outdoor activities which in turn helps them with team building.

CO4 Students will be able to be more confident.

Syllabus Mapping

Course Outcome	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6
CO1	✓	✓	✓	✓	✓	✓
CO2	✓	✓	✓	✓		✓
CO3	✓		✓	✓	✓	✓
CO4	✓	✓	✓	✓	✓	✓

The objective of mentoring will be development of:

- Overall Personality
- Aptitude (Technical and General)
- General Awareness (Current Affairs and GK)
- Communication Skills
- Presentation Skills

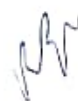
Head
Department of Management & Hospital
I.K. Gujral Punjab Technical University
Kapurthala-144603



I. K. Gujral Punjab Technical University

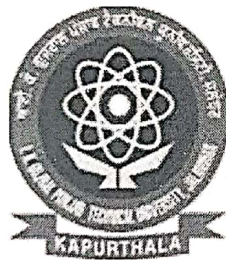
BHMCT Batch 2018 onwards

Head
Department of Management & Hospital
I.K. Gujral Punjab Technical University
Kapurthala-144603



Study Scheme and Syllabus of
Master of Business Administration
(MBA)

Batch 2018 onwards



Department of Academics
IK Gujral Punjab Technical University

Head 
Department of Management
I.K. Gujral Punjab Technical University
Kapurthala-144 603

**I.K.G. Punjab Technical University
MBA Batch 2018 onwards**

Courses & Examination Scheme:

First Semester

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
			L*	T*	P	Internal	External		
MBA 101-18	Core Theory	Foundations of Management	4	0	0	40	60	100	4
MBA 102-18	Core Theory	Managerial Economics	4	0	0	40	60	100	4
MBA 103-18	Core Theory	Quantitative Techniques	4	0	0	40	60	100	4
MBA 104-18	Core Theory	Accounting for Management and Reporting	4	0	0	40	60	100	4
MBA 105-18	Core Theory	Business Environment and Indian Economy	4	0	0	40	60	100	4
MBA 106-18	Core Theory	Business Ethics and CSR	4	0	0	40	60	100	4
MBA 107-18	Core Theory	Business Communication for Managerial Effectiveness	4	0	0	40	60	100	4
	TOTAL		28	0	0	280	420	700	28

Second Semester

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
			L*	T*	P	Internal	External		
MBA 201-18	Core Theory	Business Analytics for Decision Making	4	0	0	40	60	100	4
MBA 202-18	Core Theory	Legal Environment for Business	4	0	0	40	60	100	4
MBA 203-18	Core Theory	Marketing Management	4	0	0	40	60	100	4
MBA 204-18	Core Theory	Human Resource Management	4	0	0	40	60	100	4
MBA 205-18	Core Theory	Production and Operations Management	4	0	0	40	60	100	4
MBA 206-18	Core Theory	Corporate Finance and Indian Financial System	4	0	0	40	60	100	4
MBA 207-18	Core Theory	Entrepreneurship and Project Management	4	0	0	40	60	100	4
MBAGE 201-18	General Elective	Computer Applications for Business	2	0	0	40	60	100	2
	TOTAL		30	0	0	320	480	825	30

Note: After second semester every student will be required to undergo summer training of six weeks duration in the corporate sector.

Ju

Head
Department of Management
I.K. Gujral Punjab Technical University
Kapurthala-141003

ABT

**I.K.G. Punjab Technical University
MBA Batch 2018 onwards**

Third Semester

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
			L*	T*	P	Internal	External		
MBA 301-18	Core Theory	Organizational Behaviour & Design	4	0	0	40	60	100	4
MBA 302-18	Core Theory	Marketing Research	4	0	0	40	60	100	4
	Elective	Major-I	4	0	0	40	60	100	4
	Elective	Major-II	4	0	0	40	60	100	4
	Elective	Minor-I	4	0	0	40	60	100	4
	Elective	Minor-II	4	0	0	40	60	100	4
HVPE101-18	Ability Enhancement Compulsory Course (AECC)	Human Values, De-addiction and Traffic Rules	3	0	0	40	60	100	3
HVPE 102-18	Ability Enhancement Compulsory Course (AECC)	Human Values, De-addiction and Traffic Rules (Lab/ Seminar)	0	0	2	25	--	25	1
MBA 303-18	Core Theory	Seminar on Summer Training Report	2			50	-	50	2
TOTAL			27	0	2	355	420	775	30

Note: Students will opt any two of the following groups (1 as Major and 1 as Minor).


List of Electives:

Group A: Marketing

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
			L*	T*	P	Internal	External		
MBA 921-18	Elective	Consumer Behaviour	4	0	0	40	60	100	4
MBA 922-18	Elective	Services Marketing	4	0	0	40	60	100	4

Group B: Finance

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
			L*	T*	P	Internal	External		
MBA 911-18	Elective	Investment Analysis and Portfolio Management	4	0	0	40	60	100	4
MBA 912-18	Elective	Management of Financial Services	4	0	0	40	60	100	4


 Head
 Department of Management
 I.K. Gujral Punjab Technical University
 Kapurthala-141002

**I.K.G. Punjab Technical University
MBA Batch 2018 onwards**

Group C: Human Resource Management

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
			L*	T*	P	Internal	External		
MBA 931-18	Elective	Organizational Change and Development	4	0	0	40	60	100	4
MBA 932-18	Elective	Employee Relations	4	0	0	40	60	100	4

Group D: Management Information Systems

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
			L	T	P	Internal	External		
MB 941-18	Elective	Data Mining for Business Decisions	4	0	0	40	60	100	4
MB 942-18	Elective	E-Commerce and Digital Markets	4	0	0	40	60	100	4

Fourth Semester

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
			L*	T*	P	Internal	External		
MBA 401-18	Core Theory	Corporate Strategy	4	0	0	40	60	100	4
	Elective	Major-III	4	0	0	40	60	100	4
	Elective	Major-IV	4	0	0	40	60	100	4
	Elective	Major-V	4	0	0	40	60	100	4
	Elective	Major-VI	4	0	0	40	60	100	4
MBA 402-18	Project / Dissertation		4			--	100	100	4
MBA 403-18	Core Theory	Workshop on Indian Ethos	2	0	0	40	60	100	2
	TOTAL		22	0	4	240	360	600	26

Note: Four papers of any one group chosen in the 3rd Semester will be studied as electives of Major in the 4th semester.

[Signature]

Head
Department of Management
I.K. Goyal Punjab Technical University
Kapurthala-146 006

[Signature]

L.K.G. Punjab Technical University
MBA Batch 2018 onwards
List of Electives:

Group A: Marketing

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
			L*	T*	P	Internal	External		
MBA 923-18	Elective	Integrated Marketing Communication and Sales Management	4	0	0	40	60	100	4
MBA 924-18	Elective	Retail Management	4	0	0	40	60	100	4
MBA 925-18	Elective	International and Social Media Marketing	4	0	0	40	60	100	4
MBA 926-18	Elective	Product and Brand Management	4	0	0	40	60	100	4

Group B: Finance

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
			L*	T*	P	Internal	External		
MBA 913-18	Elective	Behavioural Finance	4	0	0	40	60	100	4
MBA 914-18	Elective	Mergers, Acquisition and Corporate Restructuring	4	0	0	40	60	100	4
MBA 915-18	Elective	International Finance and Financial Derivatives	4	0	0	40	60	100	4
MBA 916-18	Elective	Taxation and Personal Financial Planning	4	0	0	40	60	100	4

Group C: Human Resource Management

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
			L*	T*	P	Internal	External		
MBA 933-18	Elective	International Human Resource Management	4	0	0	40	60	100	4
MBA 934-18	Elective	Strategic HRM	4	0	0	40	60	100	4
MBA 935-18	Elective	Leadership and Team Dynamics	4	0	0	40	60	100	4
MBA 936-18	Elective	Performance and Compensation Management	4	0	0	40	60	100	4



 I.K.G. Punjab
 Kapurthala

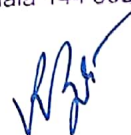


I.K.G. Punjab Technical University
MBA Batch 2018 onwards

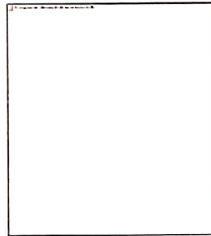
Group D: Management Information Systems

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
			L	T	P	Internal	External		
MB 943-18	Elective	Managing Software Projects	4	0	0	40	60	100	4
MB 944-18	Elective	Managing Digital Information and Transformation	4	0	0	40	60	100	4
MB 945-18	Elective	IT Consulting	4	0	0	40	60	100	4
MB 946-18	Elective	Strategic Management of IT	4	0	0	40	60	100	4


Head
Department of Management
I.K. Gujral Punjab Technical University,
Kapurthala-144 603



**Study Scheme & Syllabus of
Bachelor of Business Administration
(BBA)
Batch 2018 onwards**



**Department of Academics
I.K. Gujral Punjab Technical University**

JL

Head
Department of Management
I.K. Gujral Punjab Technical University
Kapurthala-144 603

MP

Courses & Examination Scheme:

First Semester

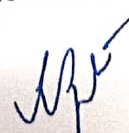
Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
			L*	T*	P	Internal	External		
BBA 101-18	Core Theory 1	Principles and Practices of Management	5	1	0	40	60	100	6
BBA 102-18	Core Theory 2	Basic Accounting	5	1	0	40	60	100	6
BBAGE101-18	General Elective 1	Managerial Economics I	5	1	0	40	60	100	6
BTHU103/18	Ability Enhancement Compulsory Course (AECC)	English	1	0	0	40	60	100	1
BTHU104/18	Ability Enhancement Compulsory Course (AECC)	English Practical/Laboratory	0	0	2	30	20	50	1
HVPE101-18	Ability Enhancement Compulsory Course (AECC)	Human Values, De-addiction and Traffic Rules	3	0	0	40	60	100	3
HVPE102-18	Ability Enhancement Compulsory Course (AECC)	Human Values, De-addiction and Traffic Rules (Lab/ Seminar)	0	0	2	25	--**	25	1
BMPD102-18		Mentoring and Professional Development	0	0	2	25	--**	25	1
	TOTAL		19	3	6	280	320	600	25

**The Human Values, De-addiction and Traffic Rules (Lab/ Seminar) and Mentoring and Professional Development course will have internal evaluation only.

Note: One each seminar will be organized on Drug De-addiction and Traffic Rules. Eminent scholar and experts of the subject will be called for the seminar at least once during the semester. It will be binding for all students to attend the seminar.



Head
Department of Management
I.K. Gujral Punjab Technical University
Kapurthala-144 603



Second Semester

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
			L*	T*	P	Internal	External		
BBA201-18	Core Theory 3	Business Statistics	5	1	0	40	60	100	6
BBA 202-18	Core Theory 4	Business Environment	5	1	0	40	60	100	6
BBAGE201-18	General Elective 2	Managerial Economics II	5	1	0	40	60	100	6
EVS102-18	Ability Enhancement Compulsory Course (AECC) - III	Environmental Studies	2	0	0	40	60	100	2
BMPD202-18		Mentoring and Professional Development	0	0	2	25	---	25	1
TOTAL			17	3	2	195	240	425	21

Third Semester

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
			L*	T*	P	Internal	External		
BBA301-18	Core Theory 5	Organizational Behaviour	5	1	0	40	60	100	6
BBA 302-18	Core Theory 6	Marketing Management	5	1	0	40	60	100	6
BBA 303-18	Core Theory 7	Cost & Management Accounting	5	1	0	40	60	100	6
BBAGE 301-18	General Elective 3	Production and Operation Management	5	1	0	40	60	100	6
BBASEC 301-18	Skill Enhancement Course-1	IT tools for Business	2	0	0	40	60	100	2
BMPD302-18		Mentoring and Professional Development	0	0	2	25	---	25	1
TOTAL			22	4	2	225	300	525	27

JL

Head
Department of Management
I.K. Gujral Punjab Technical University
Kapurthala-144 603

BRN

Fourth Semester

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
			L*	T*	P	Internal	External		
BBA401-18	Core Theory 8	Business Research Methods	5	1	0	40	60	100	6
BBA 402-18	Core Theory 9	Human Resource Management	5	1	0	40	60	100	6
BBA 403-18	Core Theory 10	Financial Management	5	1	0	40	60	100	6
BBAGE 401-18	General Elective 4	Entrepreneurship Development	5	1	0	40	60	100	6
BBASEC 401-18	Skill Enhancement Course-2	Business Ethics and Corporate Social Responsibility	2	0	0	40	60	100	2
BMPD402-18		Mentoring and Professional Development	0	0	2	25	--**	25	1
TOTAL			22	4	2	425	300	525	27

Fifth Semester

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
			L*	T*	P	Internal	External		
BBA501-18	Core Theory 11	Operation Research	5	1	0	40	60	100	6
BBA502-18	Core Theory 12	Mercantile Law	5	1	0	40	60	100	6
	Discipline Specific Elective 1	Elective – I	5	1	0	40	60	100	6
	Discipline Specific Elective 2	Elective – II	5	1	0	40	60	100	6
BMPD502-18		Mentoring and Professional Development	0	0	2	25	--**	25	1
TOTAL			20	4	2	225	240	425	25


 Head
 Department of Management
 I.K. Gujral Punjab Technical University
 Kapurthala-144 603

AB

Sixth Semester

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
			L*	T*	P	Internal	External		
BBA601-18	Core Theory 13	Strategy Management	5	1	0	40	60	100	6
BBA602-18	Core Theory 14	Company Law	5	1	0	40	60	100	6
	Discipline Specific Elective 3	Elective – III	5	1	0	40	60	100	6
	Discipline Specific Elective 4	Elective – IV	5	1	0	40	60	100	6
BMPD602-18		Mentoring and Professional Development	0	0	2	25	--**	25	1
		TOTAL	20	4	2	185	240	425	25

SPECIALISATIONS:

Any of the following groups each having two papers in Semester VI can be chosen as specialization by the students.

1. Marketing

BBA 611-18	Services Marketing
BBA 612-18	Retailing and Logistics Management

2. Finance

BBA 621-18	Personal Financial Planning
BBA 622-18	Direct and Indirect Tax Laws

3. Human Resource Management

BBA-631	Training & Development
BBA-632	Cross Cultural Human Resource Management

[Handwritten signature]

[Handwritten signature]
Head
Department of Management
I.K. Gujral Punjab Technical University
Kapurthala-144 603

Sixth Semester

Course Code	Course Type	Course Title	Load Allocations			Marks Distribution		Total Marks	Credits
			L*	T*	P	Internal	External		
BBA601-18	Core Theory 13	Strategy Management	5	1	0	40	60	100	6
BBA602-18	Core Theory 14	Company Law	5	1	0	40	60	100	6
	Discipline Specific Elective 3	Elective – III	5	1	0	40	60	100	6
	Discipline Specific Elective 4	Elective – IV	5	1	0	40	60	100	6
BMPD602-18		Mentoring and Professional Development	0	0	2	25	--**	25	1
		TOTAL	20	4	2	185	240	425	25

SPECIALISATIONS:

Any of the following groups each having two papers in Semester VI can be chosen as specialization by the students.

1. Marketing

BBA 611-18	Services Marketing
BBA 612-18	Retailing and Logistics Management

2. Finance

BBA 621-18	Personal Financial Planning
BBA 622-18	Direct and Indirect Tax Laws

3. Human Resource Management

BBA-631	Training & Development
BBA-632	Cross Cultural Human Resource Management

Handwritten signatures and initials in blue ink.

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Estd. Under Punjab Technical University Act, 1996
(Punjab Act No. 1 of 1997)

Ref. No. : IKGPTU/Reg/N/

Dated :

NOTIFICATION

Sub: **Regarding Pre-Ph.D Course work.**

This is for information of all concerned that Pre-Ph.D course work from 2016-17 will be conducted in the IKGPTU main campus Kapurthala in regular mode. The PhD course work will consists of minimum 15 credits. The structure of the course work is as under.

Sr. No.	Nature of course	Name of course	Credits	Remarks
1.	Core	1. Research Methodology	4	The syllabus of RM should be formulated faculty wise such as Engineering, Science, Management/ Humanities and Life sciences
		2. Subject related theory paper	4	Discipline specific related to advancements in theoretical methods for research
		3. Presentation	3	Discipline specific
2.	Interdisciplinary	4. Elective	4	From list of subjects from allied fields
		Total Minimum credits	15	

-Sd-
Registrar

Endorsement No: IKGPTU/REG/N/ 4244-4251

Dated: 22.08.2016

1. Secretary to Vice Chancellor: For kind information of Vice Chancellor
2. Dean (P&D)
3. Dean (RIC)
4. Dean (Academics)
5. Finance Officer
6. Controller of Examination
7. DR (Computers): For uploading on website
8. File Copy

-Sd-
Registrar

I. K. Gujral Punjab Technical University, Jalandhar
Jalandhar Kapurthala Highway, Near Pushpa Gujral Science City, Kapurthala - 144 603
Ph. No. 01822 - 662521. 662501 Fax No. : 01822-255506. 662526. Email : registrar@ptu.ac.in

Head
Department of Management
I.K. Gujral Punjab Technical University
Kapurthala-144 603

**DOCTOR OF PHILOSOPHY
FACULTY OF MANAGEMENT STUDIES**

SCHEME OF COURSE

Course No.	C/E/I	Course Title	L	T	P	Total Credits
PHD 901	C	Research Methodology	4	--	--	4
PHD 902	C*	Accounting and Finance	4	--	--	4
PHD 903		Marketing Management		--	--	
PHD 904		Human Resource Management		--	--	
PHD 905	C	Report Writing and Presentation	3	--	--	3
PHD 906	I	Human Values and Professional Ethics	4	--	--	4
Total Credits			15	--	--	15

***Note: Students will study one core course depending on their area of specialization.**

Note: While teaching these courses, teachers will rely on readings 'A' class journals in the area of their specialization. Detail of those readings will be circulated in the assignment sheet prepared by individual teachers.

Gupta

Neeraj

Goar

Hansen hsh

Management

Jh

Head
Department of Management
I.K. Gujral Punjab Technical University
Kapurthala-144 603

RZ