

Study Scheme & Syllabus of B. Voc. (Hospitality & Catering Management)

Batch 2025 onwards



By

Department of Academics

IKG Punjab Technical University

Semester 1st

Course code	Course Title	Load Allocation		Marks Distribution		Total	Credits
		L	P	Internal	External		
BVHCM101-19	Introduction to Hospitality Industry	4	0	40	60	100	4
BVHCM102-19	Food Safety & Quality	4	0	40	60	100	4
BVHCM103-19	Commodities	4	0	40	60	100	4
BVHCM104-19	Fundamentals of Food Production	2	0	40	60	100	2
BVHCM105-19	Fundamentals of Food & Beverage Services	2	0	40	60	100	2
BVHCM106-19	Business Communication- 1	2	0	40	60	100	2
BVHCM107-19	Fundamentals of Food Production (Lab)	0	4	60	40	100	2
BVHCM108-19	Fundamentals of Food & Beverage services (Lab)	0	4	60	40	100	2
BVHCM109-19	Business Communication -1(Lab)	0	4	60	40	100	2
BVHCM110-19	On Job Training Report Commis/Steward	180 HRS			200	200	6
Total		18	12	420	680	1100	30

***The qualification packs may vary from institute to institute.**

Semester 2nd

Course code	Course Title	Load Allocation		Marks Distribution		Total	Credits
		L	P	Internal	External		
BVHCM201-19	Basics of Management	4	0	40	60	100	4
BVHCM202-19	Computer Application	4	0	40	60	100	4
BVHC203-19	Business Communication -II	4	0	40	60	100	4
BVHCM204-19	Food Production operations	2	0	40	60	100	2
BVHCM205-19	Food & Beverage Services operations	2	0	40	60	100	2
BVHCM206-19	Food Production Operations(Lab)	0	4	60	40	100	2
BVHCM207-19	Food & Beverage Services operations (Lab)	0	4	60	40	100	2
EMC-101-25	Entrepreneurship Setup and Launch **	0	4	60	40	100	2
BVHCM208-19	On job training	30 Days			200	200	8
Total		16	8	320	580	900	30

***The department of Higher Education and Languages, Government of Punjab endeavor to AI-powdered entrepreneurship learning platform on the said course. The Institute /Campus shall appoint an assistant professor as faculty coordinator.*

Introduction to Hospitality Industry (BVHCM-101)

Unit 1: Hospitality Industry – Profile

Meaning & definition, Historical evolution & development, Hospitality as an industry, Inter relation with tourism industry and its sectors, Contribution to Indian and global economy

Unit 2: Hospitality Products & Services

- Hospitality accommodation- the various types Structured and non-structured accommodations- Hotels, Resorts, Condominiums, Guest Houses, Bread and Breakfast outlets etc.,
 - Food & Beverage facilities- Structured and Non structured,
 - Ancillary services- Spa, Health Club, Recreational facilities, Shopping Arcades etc.
 - Support services-Transport, Guides, Travel desk, Banking, Insurance etc.
- Hospitality and Tourism Organizations- WTO, FHRAI, IH&RA, IATA, PATA, DOT, etc.

Unit 3: Hospitality Distribution Channels

- Meaning & definition, Functions & levels of distribution channels,
- Major hospitality distribution channels – Travel agents, Tour operators, Consortia and reservation system, Global Distribution System (GDS), Internet.

Unit 4: Current Scenario

- Major players in the industry –5 in India and 5 worldwide,
 - Present trends in industry,
 - Emerging markets,
- Impact of international and national events, Latest technology in Industry.

Unit 5: Types of Ownership and Hotel Classification:

- Various forms of ownership- Franchise, Chain Concept, Time Share, Management Contract
- Classification of Hotels: Norms and Standards, Procedure, Classification/ Types
- Classifying bodies.

Suggestive Reading:

- Andrew, S., Tourism and Hospitality Industry, Tata McGraw-Hill, New Delhi-2009
- Rodaysumetra, Tourism Operation Management, Oxford University Press, New Delhi, Latest Edition.
- Bansal, Lalit K., Tourism and hospitality industry, Neha, Delhi, 2012.
- Kaul, Virender, Tourism planning: an introduction, Shri SaiPrinto-Graphers, Delhi, 2007
- Bagri, S.C., Introduction to Hospitality Industry, IHC, Aman Pub. Delhi, 2008.

Food Safety & Quality (BVHCM-102)

Unit 1: Basic Introduction

- Food safety
- Food hazards
- Contaminants and food hygiene

Unit 2: Micro Organisms in Food

- General characteristics of micro-organisms based on their occurrence and structure
- Factors affecting their growth in food
- Common food borne microorganisms

Unit 3: Food Spoilage and Food Borne Diseases

- Types and causes of food spoilage
- Sources of contamination
- Spoilage of different products
- Infections and intoxications
- Common diseases caused by food pathogens preventive measures

Unit 4: Food Preservation and Food Additives

- Basic principles of food preservation
- Methods of food preservation
- Types of food additives

Unit 5: Food Contaminants & Adulterants

- Introduction to food standards
- Types of food contaminants
- Common adulterants in food

Unit 6: Food Laws and Quality Assurance

- National PFA Essential Commodities Act
- ISO, WTO and consumer protection act
- Concept of TQM
- Relevance of microbiological standards for food safety
- HACCP
- Principles of food hygiene

Suggestive Reading:

- Roday,S. -Food Hygiene and sanitation- Tata McGraw hill, New Delhi 2008
- Parmar, Madhulika Block , Food Safety and Preservation , Prints New Delhi 2014
- Bharatiya, C.R., Managing Food & Quality, Surendra Pub., Hyderabad, 2010
- Chakarborty, Amrita -Pesticides in food, Icfai Books, Hyderabad, 2010

Commodities (BVHCM-103)

Unit 1: Beverages

- Tea, Coffee and Cocoa: definition, classification and functions.

Unit2: Milk and Milk Products

Milk, Cream, Butter and Cheese: Types, purchasing, storing procedures and uses.

Unit 3: Classification of Raw Materials

- Fats and oils, raising agents, eggs, salts, liquids, sweeteners and sugar, thickening agent
Spices and condiments, flavoring and coloring agents.

Unit 4: Staples

- Cereals: Wheat and Rice: Types,
- Millets, Barley, Maize, Oat, Semolina, Rye etc. storage of cereals.

Pulses: Introduction and Uses

- Chickpeas, Bengal grams, Black-eyed peas, Black gram, Flageolet, Haricot beans, Red-lentils, Green-peas, Fava- beans, Kidney -beans and Soya beans.

Unit 5: Preparatory Sauces and vinegar:

- Worcester sauce, Tabasco, Hoi-sin sauce, Soy sauce, Tomato ketchup, Steak sauce, Oyster sauce, Chili sauce,
- Fruit vinegar, White vinegar, Balsamic, Malt vinegar, Red & white wine vinegar, Cider vinegar,

Canned, Bottled and Preserved foods:

- Olives, Capers, Caper-berries, Cocktail fruits, Tomato puree, Tomato paste, Tomato pulp, Canned fishes, Jam, Jellies, Syrups, Pickles, Preserved berries etc.

Suggestive Reading:

- Bali. Parvinder S, Food Production Operations, Oxford University Press, 2nd Edition, 2014.
- Negi. Jagmohan, Kanishka, Food & Beverages: Management and Cost Control, 1st Edition, 2007.
- Bali ParvinderS, Oxford University Press, Quality Food Production Operations and Indian Cuisine , 1st Edition, 2011.
- Arora, Krishna- Theory of Cookery, Frank Bros., New Delhi 2009

Fundamentals of Food Production (BVHCM-104)

Unit 1: Introduction to Cookery

- Origin of Cookery
- Aims and Course Objectives of Cooking
- Identification of Equipment, their Uses, Cleaning Process
- Setting up of Work Station (Opening and Closing)
- FIFO & LIFO Methods
- Receiving and Storing Raw Material as well as Dry Store

Unit 2: Kitchen Communication Standards of Etiquette

- Techniques Used in Pre-Preparation
- Techniques Used in Preparation
- Forms and Formats Used in Kitchen
- Communication Systems in an Organization
- Reporting Structure and Smooth Work Flow Procedure
- IPR Policies
- Meeting and Greeting Customers
- Attitude and Behavior of Staff

Unit 3: Safety & Hygiene

- Personal Hygiene
- Uniform and Protective Clothing
- Safety and Security Procedures in Kitchen
- Hygiene - Kitchen Etiquettes,
- Practices in Knife Handling

Unit 4: Hierarchy and Layout of the Kitchen Department

- Classical and Modern Kitchen Brigade
- Organizational Structure of a Kitchen Department
- Duties and Responsibilities of Kitchen Staff
- Layout of Main Kitchen
- Layout of the Commissary and Grade Manager
- Awareness of Staff Facilities and HR Policy (Rights, Safety, & Transportation)

Unit 5: Methods of Cooking Food

- Boiling

- Poaching Blanching
- Steaming
- Stewing
- Braising
- Roasting
- Grilling
- Sautéing
- Frying
- Baking
- Microwave Cooking

Unit 6: Equipment's and Fuels Used in Kitchen

- Capital Equipment's
- Operational Equipment and their and Temperature
- Pre-preparation Equipment's, Preparation equipment's & Storage equipment's
- Types of Fuels: Electricity, Liquid fuels, Gaseous and Solid Fuels, Advantages and Disadvantages

PRACTICAL (BVHCM 107)

- Equipment's Identification
- Description with Uses & Handling
- Hygiene - Kitchen Etiquettes, Practices & Knife Handling
- Safety and Security in Kitchen
- Practice of Pre-Preparation Techniques
- Vegetables Classification
- Type of Cuts - julienne, jardinière, macedoines, brunoise, payssane, mignonnete, dices, cubes, shred, mirepoix
- Preparation of Salad Dressings
- Identification and Selection of Ingredients - Qualitative and Quantitative Measures
- Basic Cooking methods and Pre- preparations
- Blanching of Tomatoes and Capsicum
- Preparation of Concasse
- Boiling (Potatoes, Beans, Cauliflower, etc.)
- Frying - (deep frying, shallow frying, sautéing)
- Braising - Onions, Leeks, Cabbage
- Starch Soaking (Rice, Pasta, Potatoes)
- Stocks - Types of Stocks (White and Brown stock)
- Fish stock
- Fungi stock
- Sauces - Basic Mother Sauces (Béchamel, Espagnole, Veloute, Hollandaise, Mayonnaise, Tomato Sauce)
- Egg Cookery - Boiled (Soft & Hard)
- Egg Cookery – Fried (Sunny side up, Single fried, Bull's Eye, Double Fried)
- Egg Cookery – Poaches
- Egg Cookery - Scrambled Omelette (Plain, Stuffed, Spanish)
- Egg Benedicta
- Salad Preparation
- Coleslaw (Potato Salad, Beetroot Salad, Green Salad, Fruit Salad, Lentil Salad)

Suggestive Reading:

- Arora, Krishna - Theory of Cookery-, Frank Bros., New Delhi 2009
- Philip, Thangam E- Modern Cookery, 5th edition, Anna Salai, Chennai 2009
- Bali, Parvinder: Quantity Food Production Operations and Indian Cuisine- S., oxford, London 2013
- Aggarwal, D.K., Kitchen Equipment & Design, Aman Publications, New Delhi, 2006.
- Vikas Singh, Text Book Of food Production (BTK), Aman Pub., N. Delhi, 2011.

Fundamentals of Food & Beverage Service (BVHCM-105)

Unit 1: The Hotel and Catering Industry

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

Unit 2: Departmental Organization and Staffing

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

Unit 3: Food and Beverage Outlets

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

Unit 4: Ancillary Departments

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

Unit 5: Food and Beverage Service Equipment

Familiarization & Selection factors of:

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

Practical (BVHCM 108)

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

Suggested Reading

- Singaravelavan, R. (2016). *Food and Beverage Service*. New Delhi: Oxford University Press.
- Dennis R. Lillicrap & John A. Cousine (2006). *Food and Beverage Service*. ELBS.
- Andrews, Sudhir (2013). *Food & Beverage Service Training Manual*. Tata McGraw Hill.
- Dhawan, Vijay (2008). *Food & Beverage Service*. Frank Brothers & Company Pvt Ltd.

Business Communication- 1 (BVHCM-106)

Unit 1: Business Communication

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

Unit 2: Listening Skills

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

Unit 3: Effective Speaking

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

Unit 4: Non-Verbal Communication

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

Unit 5: Telephone Handling

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

Practical (BVHCM 109)

Taking notes ,practice of addressing groups, practice of delivering speech, how to use Kinesics , practice of telephone handling, how to communicate on phone, role plays

Suggestive Reading:

- Mitra, Barun K- Personality Development and Soft Skills, Oxford university press, New Delhi 2015
- Raman, Meenakshi -Business Communication 2nd edition Oxford university press, New Delhi 2015
- Karan Pal-Business Management & Organizational Behaviour, I.K. International, N. Delhi 2011
- Onkar, R.M.-Personality Development & Career Management, S.Chand& Company, New Delhi 2011
- Mukerjee, HorySankar - Business Communication: connecting at work-, Oxford university press, New Delhi 2014

BASICS OF MANAGEMENT (BVHCM 201)

Unit I

Concept of management, definition, nature, purpose, management as an art, science, and a profession, functions of management, systems approach to management.

Unit II

Planning meaning, steps in planning process, purpose, type of plans, management by objectives, Decision making- meaning, definition, importance, process of decision making, limitations.

Unit -III

Organizing- meaning process of organizing, levels of organizing, span of management, forms - line, functional, line & Staff and Committee form of organizations. Delegation of Authority, Decentralization & Centralization.

Unit -IV

Motivation and theories of motivation, Leadership traits and styles.

Communication process and barriers, Controlling process, techniques and , feedback

References

- V-Eannlce& Harold Koontz(2010) : Management: A Global and Entrepreneurial Perspective. Tata McGraw -Hill, New Delhi.
- Ghuman, Karminder& K. Aswathappa (2012): Management: Concept, Practice &Case,TataMcGraw -Hill, New Delhi.
- Kase , F. L. and Rasonu, J.E. (2000), Organization and Management -A System And Contingency Approach, McGraw Hill Book Company, New York'.
- Chandra Bose (2010) . Principles of Management & Administration, Prentice Hall of India
- Koontz &Wrihrich(2005). Essential of Management Tata Mc Graw – Hill Publishing Co.

Ltd.

COMPUTER APPLICATIONS (BVHCM 202)

Unit No. 1: MS Word

- Create a project report for starting a new interior design company using MS Word

Unit No. 2: MS Excel

- Perform Calculations and create relevant charts and insert in the project report created.

Unit No. 3: MS PowerPoint

- Prepare a PowerPoint presentation based on the project report.

Unit No. 4: Internet

- Browse various interior design company websites, create an E-mail ID.

Suggested Readings:

1. Arora, Ashok & Bansal, Shefali. (2000). Computer Fundamentals. New Delhi: Excel Books.
2. Chauhan, S, Saxena, A, & Gupta, K (2006). Fundamentals of Computer. NP: Laxmi Publications
3. Sinha, Pradeep Kumar & Sinha, Priti. (2007). Computer Fundamentals. New Delhi: BPB Publication.
4. Stallings, William. (2007). Computer Networking with Internet Protocols and Technology. Delhi: Pearson Education.
5. Narang, R (2011). Database management systems.
6. Ramakrishnan, R & Gehrke, J (2002). Database Management Systems. ND: McGraw-Hill
7. Leon, Alexis & Leon, Mathews. (2006). Fundamentals of Database Management Systems. Chennai: Vijan Nicole.
8. Kumar, P. S. G. (2004). Information and Communication. Delhi: B. R. Publication.
9. Prasher, R. G. (2003). Information and its Communication. Ludhiana : Medallion Press
- Crumlish, Christian. (2007). the ABCs of the Internet. New Delhi: BPB Publications. **Unit I**

Business Communication-II (BVHCM 203)

Personality Enrichment

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

Unit II

Etiquettes & Manners

Social & Business Dining Etiquettes, Social & Travel Etiquettes

Unit III

Personality Development Strategies

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

Unit IV

Interpersonal Skills

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

Unit V

Group Discussion

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

Unit VI

Telephone conversation

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

Unit VII

Presentation

Presentation skills, seminars skills role – play

Unit VIII

Electronic Communication Techniques

E mail, Fax, Answering Internal Phones

Main text

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

Reference books

- Chhabra, Sandhya. (2012). Personality Development and Communication Skills. Sunindia
10. Thill, John. (2006). Business Communication Essentials. Pearson

FOOD PRODUCTION OPERATIONS

BVHCM204-19

Unit-I: Stocks and Soups

- Stocks and its classification
- Uses of stocks
- Preparation of a good stock
- Introduction and classification of soups
- Making of a good soup

Unit-II: Sauces and Gravies

- Difference between Sauce and gravy
- Mother Sauces and Derivatives of mother sauces
- Contemporary & Proprietary Sauces
- Gravies

Unit-III: Meat Cookery

- Introduction to meat cookery
- Cuts of beef/veal
- Cuts of lamb/mutton
- Cuts of pork
- Variety meats (offal's)
- Poultry (With menu examples of each)

Unit-IV: 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)

Food Production Operations (Lab) (BVHCM 206)

- Basic stock (Brown, white, fish, vegetable)
- Sauces – Basic Sauces
- Cream soup – 3 Varieties
- Thin soups – 3 Varieties
- Thick varieties – 3 varieties
- Fish – orly, Colbert, fried in batter, fish cakes, fish Florentine
- Entrees – stews, ragout, croquettes, goulash, cutlets casseroles, scotch eggs
- Shepherd's pie, Hamburgers.
- Egg cookery - in shell, in frying pan, in oven
- Potato cookery, Boiled, Baked, Fried, Roasted.
- Vegetables Boiled & Sautéed, creamed, fried, Baked,
- Salads at least 3 types of salad dressings.

Suggestive Reading:

- Arora, Krishna - Theory of Cookery-, Frank Bros., New Delhi 2009
- Philip, Thangam E- Modern Cookery, 5th edition, Anna Salai, Chennai 2009
- Bali, Parvinder: Quantity Food Production Operations and Indian Cuisine- S., oxford, London 2013
- Aggarwal, D.K., Kitchen Equipment & Design, Aman Publications, New Delhi, 2006.
- Vikas Singh, Text BoookOf food Production (BTK), Aman Pub., N. Delhi, 2011.

Food and Beverage Services Operations

BVHCM 205

Unit I

Meals And Menu Planning

Origin of Menu; Objectives of Menu Planning; Types of Menu; Courses of French Classical Menu; French Names of Dishes; Types of meal (Early Morning Tea, Breakfast, Brunch, Lunch, High Tea, Dinner, Supper.

Unit II

Food Service

Preparation for service

- a) Organising Mise-en-scene
- b) Organising Mise-en place

Type of food service

- a) Silver Service
- b) Pre-Plated Service
- c) Cafeteria Service
- d) Room Service
- e) Buffet Service
- f) Gueridon Service
- g) Lounge Service

Unit III

Food Service Procedure

Introduction; Rules to be observed while waiting at the table; Service

procedure for A' la Carte Lunch; Service procedure for Table d' hote menu; Do's and Don'ts during the Services.

Unit IV

Order Taking and Billing Methods

Introduction; Checking System in Food Service Operations; Methods of taking Food Order, Billing, Records & Documentation

Unit V

Room Service/ In Room Dining

Introduction, Concept of Room Service/ In Room Dining; Salient Features of room service; Understanding Guest expectations in Room Service; Room Service Equipment's; Set up of Trays & Trolleys; Upkeep and Storage; Service

Tools; Clearance; Presentation of Bill; Mini Bar Management in Guest Rooms.

Food and Beverage Services Operations (Lab)

(BVHCM 207)

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

Main text

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

Reference books

- Dennis R.Lillicrap& John A. Cousine(2006). Food and Beverage Service.ELBS.
- Andrews,Sudhir(2013).Food & Beverage Service Training Manual.TataMcGraw Hill.
- Dhawan,Vijay(2008).Food & Beverage Service .Frank Brothers & Company Pvt Ltd.

EMC-101-25	L	T	P
Entrepreneurship Setup and Launch	0	0	4

Introduction:

This semester lays the foundation for the learner to understand what entrepreneurship is, beyond just starting a business. It introduces key ideas like problem-solving, value creation, and self-awareness. The learner will begin exploring basic business concepts while discovering their own interests and strengths.

Learners Objective:

1. Understand the core concepts of entrepreneurship through relatable, real-life examples.
2. Begin to see themselves as problem-solvers and creators.
3. Learn about business paths and choose one to try based on interest or local fit.
4. Launch a micro-hustle (online or offline) to earn their first income.
5. Build confidence and self-belief by doing.

Outcome: By the end of this semester, learners will start a simple business activity, earn their first income, and build belief in their ability to do business.

Guiding Principles/Approach:

This syllabus is built on principles of **experiential learning, growth mindset development, and identity-first learning**. Drawing from learning science and behavior design, the course shifts students from passive learning to *active doing*, where they try out small business activities in real contexts. The design helps students not just learn entrepreneurship but begin to see themselves as entrepreneurs. Emphasis is placed on *small wins, peer collaboration, and locally relevant opportunities* to ensure learning feels achievable and connected to their realities. The curriculum focuses on conceptual understanding without heavy theory, combining *practical action, reflection, and collaboration*. *By making progress visible and success feel possible, it plants the seeds of self-reliance, initiative, and long-term motivation.*

Semester Syllabus:

Format: 12 weeks, 4 hours/week | 2 credits

Revenue Target: ₹10,000

Week	Learning Goal	Measurable Outcome
1	Understand what entrepreneurship is and who can be an entrepreneur	Students define entrepreneurship in their own words and list 2 entrepreneurs from their local area or community
2	Connect personal identity to entrepreneurship (strengths, interests, struggles)	Students create a “value map” showing how a skill/interest/problem from their life could become a business opportunity
3	Learn about 5 business paths: content creation, drop-shipping, cloud kitchen/food business, gig economy and local services	Students explore 1–2 examples from each domain and share one they’re most curious to try and why

4	Choose a path and generate a basic business idea	Students write down a clear offer (what, for whom, why) and one way to reach their customer
5	Take first real action: message, post, pitch, or sell	Students reach out to or serve 1 real potential customer and record what happened
6	Reflect on first attempt and share with peers	Students share their result, a challenge faced, and one idea to improve next time
7	Improve and try again: aim for first ₹100	Students apply a change, try again, and aim to make their first ₹100 or get meaningful response
8	Learn how to identify and understand your target customer	Students talk to 2 potential customers or observe them and list 3 insights about their needs
9	Learn how to serve your target audience better	Students improve one part of their offer (product, delivery, messaging, or interaction) based on customer feedback or need
10	Explore core entrepreneurial values (resilience, honesty, effort)	Students reflect on 1 value they're building and show it in a business task or peer story
11	Focus on earning and staying consistent	Students complete a second earning task and track their consistency (e.g., same product or message for 3 days)
12	Reflect on earnings, grit, and how to keep going	Students record total earnings, one resilience moment, and one support system or habit they'll continue with

Weekly Component:

Component	Duration	Description
Learning Module	~1.5 hrs	<ul style="list-style-type: none"> - Introduces key concepts in a simple and engaging way - Includes, examples, and 1–2 interactive discussions or quizzes
Action Lab	~2 hrs	<ul style="list-style-type: none"> - Hands-on task on the weekly concept - Includes step-by-step guidance, templates, and worksheets - Ends with a submission (e.g., video, reflection, or proof of action)
Resources	Self-paced	<ul style="list-style-type: none"> - Supplementary videos, short readings, real-life stories, and tools to deepen understanding at their own pace

Evaluation Criteria

Evaluation Component	Description	Weightage
Weekly Task Completion	Timely submission of weekly tasks including reflections, activities, quizzes etc.	40%
Target Completion	Performance-based evaluation on hitting revenue or profit targets (e.g., generating ₹10,000 revenue)	30%
Final Project	A comprehensive project based on the semester's theme	30%

Week 1: What is Entrepreneurship? Who Can Be an entrepreneur?

INTRODUCTION: Could *You* Be an entrepreneur?

When people hear “entrepreneur,” they often think it means having a company, investors, or an MBA. Some even believe it's only for toppers or those with high grades. But entrepreneurship is more about mindset than qualifications: it's about seeing a problem and doing something about it. Like someone who starts selling snacks because their school canteen is always shut, or a friend who fixes broken chargers for others. If you've ever spotted a need and thought, “I can solve this,” - you've already taken your first step.

Component 1: Learning Module (~1.5 hours) Unit 1:

What is Entrepreneurship?

1. *Solving problems or creating value in exchange for money.*
2. Entrepreneurship is not just about starting a company: it's about initiative, resourcefulness, and value creation.
3. Different types of entrepreneurs: small shop owners, street vendors, YouTubers, local tailors, mechanics, and more.
4. Entrepreneurs build opportunities instead of waiting for them.

Simple Slide/Visual Aid Tip:

A circle that says "Problem", an arrow pointing to "Solution", then an arrow to "Earn". That's entrepreneurship.

<A video that visually shows how entrepreneurship starts with spotting a problem (e.g., long food lines), creating a solution (e.g., pre-order lunch service), and earning from it: illustrating the simple flow: Problem → Solution → Earn>

MCQ 1

Q: What best describes entrepreneurship?

- A. Getting a job in a company
- B. Solving problems for others and earning from it ■
- C. Studying business in college
- D. Buying expensive things

Feedback:

1. *Correct! Entrepreneurs solve problems or offer value and get paid for it.*
2. *Not quite! Entrepreneurship is about creating something useful, not just getting a job or studying.*

Unit 2: Who Can Be an entrepreneur?

Entrepreneurship starts with spotting a problem, finding a solution, and creating value.

Today, anyone with a phone and an internet connection can start a business: money helps, but mindset and initiative matter more at the start.

You just need:

1. A problem to solve
2. A simple skill or product
3. The courage to start small

Examples Carousel (Swipeable cards)

1. **Pooja (India)** – Sells handmade rakhis on Instagram, learned designing on YouTube.

Problem she saw: *Expensive or generic rakhis in the market; no personal touch.*

2. **Luis (Mexico)** – Repairs used phones in his garage, now has loyal customers.

Problem he saw: *Many people couldn't afford new phones or didn't trust local repair shops.*

3. **Sana (Kolkata)** – Started tiffin delivery from her home kitchen, now earns ₹500/day.

Problem she saw: *Office workers struggled to find affordable, homemade meals.*

4. **Sal Khan (USA)** – Started Khan Academy with YouTube lessons to help his cousin.

Problem he saw: *His cousin needed help with math, but good learning resources were hard to access.*

MCQ

Q: Which of these can be a form of entrepreneurship?

- A. Making reels on skincare tips and selling homemade face packs ■
- B. Buying new clothes from malls
- C. Studying engineering
- D. Playing games without sharing or streaming

Feedback:

1. *Correct! Sharing useful tips + selling a product = solving a need!*
2. *Try again! Entrepreneurship is about creating value and helping others.*

Reflection Prompt

1. If you had to earn ₹100 this week, what would you do?

Component 2: Action Lab (~2 hours) Task Find & Learn from 2 Entrepreneurs Near You

Steps (Checklist):

1. Look around your neighborhood or online: find 2 people who earn through their own work
2. Ask or observe:
 - a) What do they do?
 - b) How do they earn?

- c) What makes them entrepreneurial?
3. Use the **Entrepreneur Tracker Template** (available in the resources tab)

Final Deliverable

Learner submits:

1. A short definition of entrepreneurship (in their words)
2. 2 entries from the Entrepreneur Tracker (name, what they do, what learner learned)
→ Submitted in the submissions tab. Supplementary Resources (Optional)
 1. [Danny O'Neill - Getting started | Entrepreneurship | Khan Academy](#)
 2. [The Better India – Stories of local entrepreneurs](#)

Week 2: Can I Be an entrepreneur?

INTRO – What Makes an entrepreneur?

You don't need a suit, a degree, or a lot of money to be an entrepreneur.

You need one thing: a mindset. Entrepreneurs notice problems around them: and do something about it. From the boy fixing bikes outside his house to the girl teaching dance on Instagram, they all started small. What matters most is not what you have: it's how you think and act.

Component 1: Learning Module (~1.5 hours) Unit 1: What Makes an entrepreneur?

Key Concepts:

1. **Entrepreneurs are driven by curiosity:** they ask questions, explore possibilities, and seek better ways to do things.
2. **They take initiative:** they act, experiment, and create using limited resources with creativity and courage
3. **They learn by doing:** embracing mistakes as stepping stones to progress.
4. **They take full ownership:** one day they're the marketer, the delivery person, and the customer support, all in one.
5. **They are resilient:** they persist through challenges, adapt to change, and keep moving forward with purpose.

Real-Life Examples:

1. Nithin & Nikhil Kamath (Zerodha) – Started India's largest stock brokerage without formal degrees or external funding, just deep curiosity about stock markets and a desire to simplify investing.
2. *Qualities: Took initiative early and stayed persistent through challenges.*
3. Prajakta Koli (MostlySane) – Started by making comedy sketches about everyday Indian life: family, school, relationships: and became one of India's top digital creators.
4. *Qualities: Stayed consistent, adapted over time, and built strong audience trust.*
5. Tilak Mehta (Paper n Parcels) – As a teenager, launched a courier startup using Mumbai's dabbawala network for delivery.
6. *Qualities: Thought creatively and acted with confidence at a young age.*

Unit 2: Start Small: Build Ideas from What You Know

In the last unit, you learned that entrepreneurs don't just have ideas: they act, solve problems, and use what they have.

But the big question now is:

"What can I offer?"

That's where the Value Map comes in. It helps you take your first step toward thinking and acting like an entrepreneur: in your own way.

What is a Value Map?

A Value Map connects three simple things:

A. What people around you need

→ *Look around: is there something people often struggle with or something that could be better?*

B. What you enjoy or are willing to try

→ *You don't need to be an expert. Start with small things you like doing: talking to people, fixing, organizing, helping, designing, or learning something new.*

→ *Even if you're just curious about something: that's enough to begin.*

C. What solution you can create

→ *Use what you enjoy or are learning to try solving a real need around you: even in a small way*

Visuals:

3 overlapping circles:

1. "People Need"
2. "I Can"
3. "My Offer"

Examples:

1. People Need → Affordable meals

I Can → Cook + have access to home kitchen My Offer → ₹40 tiffin service

2. People Need → Study tips in Punjabi I Can → Speak clearly + love teaching

My Offer → 3-minute video tips on Instagram

MCQ

Q: What's the first step to being an entrepreneur?

- A. Waiting for the perfect idea
- B. Solving a problem with your skills ■
- C. Buying a shop
- D. Studying for years

Feedback:

1. *Correct! Entrepreneurs start by solving small problems using what they already have.*
2. *Try again! It's not about waiting: it's about starting.*

Reflection Prompt

1. If someone gave you ₹500 and asked you to earn from it, what would you do?

Component 2: Action Lab (~2 hours)**Task: Create Your Personal Value Map Steps (checklist in app):**

1. Think of 2–3 problems people face around you (hunger, phone repair, boredom, etc.)
2. List your own skills, interests, or resources.
3. Match each problem with something you could offer.
4. Use the **Value Map Template in the resources** to organize your ideas.

Final Deliverable (Submitted in App):

1. Your completed **Value Map** (in 3 columns: Need, Skill, Offer)
2. Highlight **1 idea** you'd like to explore for your future hustle

Supplementary Resources (Optional)

1. "Start with Why" by Simon Sinek
2. [10 Characteristics of Successful Entrepreneurs | Business: Explained](#)

ON JOB TRAINING BVHCM-208-19

Property: Three star or above three star hotel

Department Division: 30 days in Food Production or 30 Days in Food and Beverage service area

Appraisal form: Students are required to get I.T Appraisal forms from the respective training manager of the hotel

Log book: on daily basis students are required to make entries in the log book as per the assigned duties and responsibilities carried out on daily basis.

Training Report: Students are required to make two copies of training report (hard and soft) covering the following chapters

Chapter I-Introduction to Hotel

Chapter II-Introduction to City

Chapter III-Food Production operations-Hierarchy, Duties and Responsibilities, Different section of kitchens, various preparations, SOP's

Chapter IV-Food and Beverage operations: - Hierarchy, Duties and Responsibilities, Different F&B Operations, Types of services, Equipment's used in Restaurants, Supervision. Chapter V-Suggestions & Conclusions
Annexure

