

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
New Arts, Commerce, and Science College
Ahmednagar (Autonomous)
(Affiliated to Savitribai Phule Pune University, Pune)



National Education Policy (NEP)
Choice Based Credit System (CBCS)

Programme Framework
B. Sc. - I (Hospitality Studies)

Implemented from
Academic Year 2024-25

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
New Arts, Commerce and Science College, Ahmednagar
(Autonomous)
Board of Studies in Hospitality Studies

Sr. No.	Name	Designation
1.		Chairman
2.		Member
3.		Member
4.		Member
5.		Member
6.		Academic Council Nominee
7.		Academic Council Nominee
8.		Vice-Chancellor Nominee
9.		Alumni
10.		Industry Expert

1. Prologue/ Introduction of the programme:

The Bachelor of Science in Hospitality Studies (B.Sc. HS) program focuses on preparing students for the dynamic landscape of the hospitality industry.

The curriculum structure crafted by the New Arts, Commerce and Science College Department of Hotel Management aligns closely with the National Education Policy 2020 guidelines, aiming to offer students a comprehensive framework for understanding the intricacies of the hospitality industry. The curriculum is designed to sensitize students to the conceptual, visual, and perceptual processes inherent in the hospitality industry.

The curriculum is learner-centric, recognizing the diverse levels of skills among students in each academic year. This approach ensures that the learning experience caters to the individual needs and abilities of students. The program structure allows students to choose from a range of subjects, providing flexibility and accommodating changing trends in the hospitality industry. This enables students to tailor their academic journey according to their interests and career aspirations. Efforts have been made to integrate skill sets that augment the curriculum's effectiveness, ensuring that students develop the practical competencies necessary for success in the hospitality industry. These skill sets encompass a diverse range of areas such as customer service, event management, communication, and leadership.

Subject experts from various colleges, collaborating under the Syllabus Core Committee, have contributed their expertise to develop the syllabus. Their insights ensure that the curriculum incorporates regional, national, and global perspectives, along with the best employable skills relevant to the industry.

Curriculum adheres to the general guidelines of the National Education Policy 2020 scheme, including semester schedules, evaluation criteria, and course credit structures. This ensures consistency and alignment with national educational objectives. Overall, the curriculum reflects a concerted effort to provide students with a robust educational foundation rooted in theoretical understanding, practical skills, and industry relevance, thereby preparing them for success in the dynamic field of hospitality and tourism.

2. Programme Outcomes (POs)

1. Hospitality Knowledge:

Students pursuing studies in Hospitality are equipped with a diverse range of knowledge, skills, and practical experience that greatly enhance their employability within the hospitality industry. This comprehensive education enables them to excel in various career paths, including but not limited to events management, the airline industry, hotel and conference management, as well as roles in sales, marketing, and business development and succeed in the dynamic and multifaceted landscape of the hospitality sector.

2. Planning abilities:

The program develops abilities such as planning and organizing skills, time management, team building, interpersonal relationship and leadership qualities which are prerequisite in the hospitality industry.

3. Problem analysis:

The industrial exposure during the course help students to realize various types of problems encountered at the work place, and thereby students understand different techniques to resolve them.

4. Use of Trends and Technology:

Students are regularly updated to the latest trends and technology followed by the hotel industry.

5. Professional Identity:

The program aims to equip students to assume leadership and managerial roles within the hospitality industry. Additionally, the education and practical training provided in hospitality services empower students to pursue entrepreneurship opportunities within the sector. The program prepares students to excel as both industry leaders and innovative entrepreneurs in the dynamic realm of hospitality services.

6. Hospitality Ethics:

Demonstrate a committed adherence to ethical principles and uphold professional standards while engaging in Hospitality Management Practices.

7. Communication:

Effectively communicate hospitality-related activities with both the professional community and society as a whole, while maintaining a dedicated commitment to professional ethics and responsibilities.

B. Sc. Programme Framework: Credit Distribution

Level / Difficulty	Sem	Subject-1 (Selected as Major)						Subject-2		Subject-3		(SEC)	GE/OE		IKS	AEC	VEC	CC	Total	
		T		P				T	P	P	T	P	T	P						
Certificate 4.5 / 100	I	02		02				02	02	02	02	-	02		02	02	02	02	22	
	II	02		02				02	02	02	02	02	-	02		--	02	02	02	22
		Credits Related to Major						Selected as Minor												
		Core		Elective		VSC	FP / OJT / CEP/RP													
		T	P	T	P	P	P	T	P	-	P	T	P	-	-	-	-	-	-	
Diploma 5.0 / 200	III	04	02	--		02	02	02	02	-	02	02		-	02	-	02	22		
	IV	04	02	--		02	02	02	02	-	02		02	--	02	-	02	22		
Degree 5.5 / 300	V	06	04	02	02	2	2	02	-	-	-	-	-	02	-	-	-	22		
	VI	06	04	02	02	2	4	02	-	-	-	-	-	-	-	-	-	22		
Total		24	16	04	04	08	10	10	08	04	04	06	08	04	08	04	08	132		
6.0/400 Honours	VII	08	06	02	02	-	RM-04											22		
	VIII	08	06	02	02		OJT-04											22		
6.0/400 Honours with Research	VII	06	04	02	02		RM-04 RM-04											22		
	VIII	06	04	02	02		RM-08											22		
Total		40/36	28/24	08	08	08	18/26	10	08	04	04	06	04	04	04	08	04	08	176	

B.Sc. Programme Framework: Course Distribution

Level / Difficulty	Sem	Subject-1 (Selected as Major)						Subject-2		Subject-3		(SEC)	GE/OE		IKS	AEC	VEC	CC	Total
		T		P				T	P	P	T	P	T	P					
Certificate 4.5 / 100	I	01		01				01	01	01	01	-	01		01	01	01	01	11
	II	01		01				01	01	01	01	01	-	01	--	01	01	01	11
		Credits Related to Major						Selected as Minor											
		Core		Elective		VSC	FP / OJT / CEP / RP												
		T	P	T	P	P	P	T	P	-	P	T	P	-	-	-	-	-	
Diploma 5.0 / 200	III	02	01	--		01	FP-01	01	01	-	01	01		-	01	-	01	11	
	IV	02	01	--		01	CEP-01	01	01	-	01		01	--	01	-	01	11	
Degree 5.5 / 300	V	03	02	01	01	01	FP-01	01	-	-	-	-		01	-	-	-	11	
	VI	03	02	01	01	01	OJT-01	01	-	-	-	-		-	-	-	-	10	
Total		12	08	02	02	04	04			02	02	03	04	02	04	02	04	65	
6.0/400 Honours	VII	03	03	01	01	-	RM-01											09	
	VIII	03	03	01	01		OJT-01											09	
6.0/400 Honours with Research	VII	02	02	01	01		RM-01 RM-01											08	
	VIII	02	02	01	01		RM-01											07	
Total		18/16	14/12	04	04	04	06/07	06	04	02	02	03	04	02	04	02	04	83/80	

B. Sc. –Hospitality Studies: Credit and Course Distribution in Brackets

Level / Difficulty	Sem	Subject-1							Total
		T		P					
4.5	I	02 (01)		02 (01)				04(02)	
	II	02 (01)		02 (01)				04(02)	
		Credits Related to Major							
		Core		Elective		VSC	FP / OJT/ CEP	IKS	
		T	P	T	P	P	P	T	
5.0	III	04(02)	02(01)	--		02(01)	FP-02(01)		10(05)
	IV	04(02)	02(01)	--		02(01)	CEP-02(01)		10(05)
5.5	V	06(03)	04(02)	02(01)	02(01)	02(01)	FP-02(01)	02(01)	20 (10)
	VI	06(03)	04(02)	02(01)	02(01)	02(01)	OJT-04(01)		20(09)
Total		12	08	(02)	(02)	04	04	(01)	33
6.0	VII	03	03	(01)	(01)	-	RM-04(01)		22(09)
	VIII	03	03	(01)	(01)		OJT-04(01)		22(09)
6.0	VII	(02)	(02)	(01)	(01)		RM-04(01) RP-04(01)		22(08)
	VIII	(02)	(02)	(01)	(01)		RM-08(01)		22(07)
		18/16	14/12	04	04	04	06/07	(01)	51/48

Programme Framework (Courses and Credits): B. Sc. Hospitality Studies

Sr. No.	Year	Semester	Level	Course Type	Course Code	Title	Credits
1.	I	I	4.5	DSC-01	BS-ZO 111T	ABC	02
2.	I	I	4.5	DSC-02	BS-ZO 112P	ABC	02
3.	I	II	4.5	DSC-03	BS-ZO 121T	ABC	02
4.	I	II	4.5	DSC-04	BS-ZO 122T	ABC	02
5.	II	III	5.0	DSC-05	BS-ZO 231T	MNO	02
6.	II	III	5.0	DSC-06	BS-ZO 231T	MNO	02
7.	II	III	5.0	DSC-07	BS-ZO 231P	MNO	02
8.	II	III	5.0	VSC-01	BS-ZO 234P	STU	02
9.	II	III	5.0	FP-01	BS-ZO 235T	Field Project	02
10.	II	IV	5.0	DSC-08	BS-ZO 241T	PQR	02
11.	II	IV	5.0	DSC-09	BS-ZO 242T	STU	02
12.	II	IV	5.0	DSC-10	BS-ZO 243P	STU	02
13.	II	IV	5.0	VSC-02	BS-ZO 243T	VWX	02
14.	II	IV	5.0	CEP-01	BS-ZO 245P	Community Engagement	02

NEP 2.0

						Project	
15.	III	V	5.5	DSC-11	BS-ZO 351T	EFG	02
16.	III	V	5.5	DSC-12	BS-ZO 352T	HIJ	02
17.	III	V	5.5	DSC-13	BS-ZO 353T	KLM	02
18.	III	V	5.5	DSC-14	BS-ZO 354P	KLM	02
19.	III	V	5.5	DSC-15	BS-ZO 355P	KLM	02
20.	III	V	5.5	DSE-01	BS-ZO 356T	NOP	02
21.	III	V	5.5	DSE-02	BS-ZO 357P	NOP	02
22.	III	V	5.5	VSC-03	BS-ZO 358P	QRS	02
23.	III	V	5.5	FP-02	BS-ZO 359P	TUV	02
24.	III	V	5.5	IKS-02	BS-ZO 360T	IKS (Major Specific)	02
25.	III	VI	5.5	DSC-16	BS-ZO 361T	WXY	02
26.	III	VI	5.5	DSC-17	BS-ZO 362T	ZAB	02
27.	III	VI	5.5	DSC-18	BS-ZO 363T	ZAB	02
28.	III	VI	5.5	DSC-19	BS-ZO 364P	WXY	02
29.	III	VI	5.5	DSC-20	BS-ZO 365P	ZAB	02
30.	III	VI	5.5	DSE-03	BS-ZO 366T	CDE	02
31.	III	VI	5.5	DSE-04	BS-ZO 367P	CDE	02
32.	III	VI	5.5	VSC-04	BS-ZO 368T	EFG	02
33.	III	VI	5.5	OJT-01	BS-ZO 369T	HIJ	04

Programme Framework (Courses and Credits): B.Sc. Hospitality Studies

Sr. No.	Year	Semester	Level	Course Code	Title	Credits
1.	I	I	4.5	BS-HS111T	Food and Beverage Operations	02
				BS-HS112P	Practical Food and Beverage Operations	02
2.	I	I	4.5	BS-CS111T	Computer Fundamentals for Hotel industry	02
				BS-CS112P	Practical Computer Science	02
3.	I	I	4.5	BS-WT111T	Alcoholic Beverages -I	02
				BS-WT112P	Practical Alcoholic Beverages-I	02
4.	I	I	4.5	OE-CM01T	Basic Accounting Skills	02
5.	I	I	4.5	IKS-01	Indian Food Culture	02
6.	I	I	4.5	AEC-01	Communicative English I	02
7.	I	I	4.5	VEC-01	Democracy, Election and Governance	02
8.	I	I	4.5	CC-01	Environmental Studies	02
9.	I	II	4.5	BS-HS121T	Basic Rooms Division	02
				BS-HS122P	Practical Basic Rooms Division	02
10.	I	II	4.5	BS-CS121T	Digital Marketing	02
				BS-CS122P	Practical Digital Marketing	02
11.	I	II	4.5	BS-WT121T	Alcoholic Beverages -II	02
				BS-WT122P	Practical Alcoholic Beverages-II	02
12.	I	II	4.5	SEC-02	Basic Continental Food Production	02
13.	I	II	4.5	OE-CM02T	Principles of Management	02
14.	I	II	4.5	AEC-02	Communicative English II	02
15.	I	II	4.5	VEC-02		02
16.	I	II	4.5	CC-02	Physical Education	02

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
New Arts, Commerce and Science College, Ahmednagar
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Syllabus
B. Sc. -I (Hospitality Studies)

Title of the Course: Food and Beverage Operations I								
Year: I				Semester: I				
Course Type	Course Code	Credit Distribution		Credits	Allotted Hours	Allotted Marks		
		Theory	Practical			CIE	ESE	Total
DSC-1	BS-HS111T	02	00	02	30	15	35	50

Learning Objectives:

Food and Beverage Operations is an integral part of the Hospitality Industry. This course aims to prepare the students to cater to the needs of the industry. It would inculcate in them sound knowledge of the principles of Food Production and explore the scope and nature of F & B service operations.

Course Outcomes (Cos)

1. Knowledge about concept of cookery and cooking techniques and equipment's
2. Get the insight of kitchen departments, staffing and its functioning
3. Understanding of food commodities and its uses
4. Explore the scope and nature of F & B service operations.
5. Enrich and apply the knowledge of the Basics types of Food and Beverage Service methods used in the Food & Beverage industry

Detailed Syllabus:

Section I

Unit I: INTRODUCTION TO COOKERY **2**

- 1.1 Aims & objectives of cooking food
- 1.2 Attributes of culinary professional
- 1.3 Food and Kitchen Safety - Personal Hygiene
- 1.4 Importance of Kitchen uniform

Unit II: KITCHEN ORGANIZATION STRUCTURE **2**

- 2.1 Classical kitchen Brigade for 5 star & 3 star hotels
- 2.2 Duties of various Chefs

Unit III: METHODS OF COOKING **5**

- 3.1 Modes of heat transfer – Conduction, Convection, Radiation, Induction

- 3.2 Methods of Cooking –
Methods of cooking (moist, dry, frying) – Definition, Classification,
Rules to be observed for each type of cooking method, examples
- 3.3 Textures & Consistencies occurred in food preparations- Desirable and non-desirable

Unit IV: KITCHEN EQUIPMENTS 2

- 4.1 Classification of kitchen equipments- by size and mode of use
- 4.2 Fuel used in kitchen - Types, Advantages & Disadvantages

Unit V: INTRODUCTION TO COMMODITIES 4

Types, Catering Use and Storage

- 5.1 Cereals & Pulses
- 5.2 Fats and Oil
- 5.3 Sweeteners
- 5.4 Dairy products: Milk, Cream, Cheese,
- 5.5 Vegetable & Fruits
- 5.6 Spices, Herbs, Condiments & Seasonings

Section II

Unit VI: FOOD & BEVERAGE SERVICE INDUSTRY 5

- 6.1 Classification of catering establishments based on - General, Motive, Captive & Non Captive
- 6.2 Types of Restaurant
- 6.3 Types of Bar - Pub, Discotheque, Lounge
- 6.4 Concepts of F & B outlets:
- Banquet, Room service, Business center
- Kiosk, QSR, Bistro, Mobile Service
- 6.5 Ancillary areas – Still Room, Dispense bar, Hot plate, Wash up, Plate Room

Unit VII: FOOD & BEVERAGE SERVICE PERSONNEL 5

- 7.1 Organization Chart:
-5, and 3 star hotels, Fine dine restaurants,
- Quick Service Restaurant, Industrial Catering
- 7.2 Attributes of F & B personnel
- 7.3 Duties and Responsibilities: (Managers, Executives, Associates)
- 7.4 Interdepartmental Relationship

Unit VIII: TYPES OF FOOD & BEVERAGE SERVICES METHODS 5

- 8.1 Table service - English, French, American
- 8.2 Assisted service - Self Service, Buffet & Cafeteria
- 8.3 Single point service - Take away, Drive thru, QSR
- 8.4 In-situ Service - Tray Trolley Home delivery, Room Service, Drive in

Suggested Readings/Material:

- 1 Practical Cookery-Victor Ceserani & Ronald Kinton, ELBS
- 2 Theory of Catering- Victor Ceserani & Ronald Kinton,ELBS
- 3 Theory of Cookery- Mr.K. Arora, Franck Brothers
- 4 Modern Cookery for Teaching & Trade Vol I and II- Ms. Thangam Philip, Orient Longman
- 5 Food Production Operations By Parvinder S. Bali
- 6 Fundamentals of Food Production Principles – Shefali Joshi & Pralhad Botre
- 7 Food Commodities- Bernard Davis
- 8 Food & Beverage Service – Dennis Lillicrap and John Cousins
- 9 Food & Beverage Service – R. Sinagaravelavan
- 10 Food & Beverage Service Training Manual – Sudhir Andrews, Tata McGraw Hill
- 11 Modern Restaurant Service – John Fuller
- 12 The Restaurant (from Concept to Operation) – Lipinski
- 13 Bar and Beverage Book – Chris Katsigris, Chris Thomas
- 14 Textbook of Food & Beverage Service – Anita Sharma, S. N. Bagchi
- 15 Textbook of Food & Beverage Service – Bobby George

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
New Arts, Commerce and Science College, Ahmednagar
(Autonomous)
Syllabus
B. Sc. -I (Hospitality Studies)

Title of the Course: Food & Beverage Operations I (Practical)								
Year: I				Semester: I				
Course Type	Course Code	Credit Distribution		Credits	Allotted Hours	Allotted Marks		
		Theory	Practical			CIE	ESE	Total
DSC-02	BS-HS112P	00	02	02	60	15	35	50

Learning Objectives:

This course would develop the essential attributes and elementary skills in the area of Food Production and F & B Service of a catering establishment.

Course Outcomes (Cos)

1. Apply knowledge of kitchen equipment & Familiarize with pre-preparation, mixing methods & apply knowledge in preparing food.
2. Develop knowledge in preparation of basic Indian food recipes & related culinary terms.
3. Gain the Basic knowledge of the Restaurant Orientation and identify the equipment used in various F & B outlets
4. Able to perform basic service operations
5. Able to rehearse laying of table and various cover set ups.

Detailed Syllabus:

Food Production Practicles (Unit I and II) of 3 hours each. Food and Beverage Practicles of two hours each (Unit III and IV)

Unit I: Demonstration classes to be conducted to make student familiar with- 3

- 1.1 Kitchen equipment's & safety procedures to be followed in kitchen
- 1.2 Pre-preparation methods, Methods of mixing & Formulas & measurement

Unit II: Preparation of Basic Indian menu consisting of Meat/Veg, Rice, Bread, Dal/Salad & Dessert (4-5 dishes) 9

Unit III: Basics of Food and Beverage Service 7

- 3.1 Introduction to Restaurant, Identification of the equipment (Furniture, Linen, Crockery)
- 3.2. Identification of the equipment (Cutlery, Glassware), Organization of Side Board
- 3.3 Etiquettes & Hygiene Practices in F & B service

- 3.4. Laying and Re Laying of Table Cloth
- 3.5. Carrying a Salver and Tray, Carrying glasses and plates, Holding service gears.
- 3.6. Serviette Folds.
- 3.7. Laying of a la carte cover & Table d'hôtel cover

Unit IV: Food and Beverage Service Procedures**5**

- 4.1 Welcoming and Receiving Procedure: - Greeting, seating, self-introduction, opening serviette fold & Menu presentation
- 4.2 Service of water, Placing and Clearing plates and changing ashtray, Crumbing Down, Presentation of bill
- 4.3 Service from platter to plate (Silver service)
- 4.4 Planning and service of Indian Breakfast
- 4.5 Planning and service of English Breakfast

Suggested Readings/Material:

- 1 Modern Cookery for Teaching & Trade Vol I- Ms. Thangam Philip, Orient Longman
- 2 Food Production Operations Parvinder S. Bali
- 3 Food & Beverage Service – Dennis Lillicrap and John Cousins
- 4 Food & Beverage Service – R. Sinagaravelavan

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
New Arts, Commerce and Science College, Ahmednagar
(Autonomous)
Syllabus
B. Sc. -I (Hospitality Studies)

Title of the Course: Indian Food Culture								
Year: I				Semester: I				
Course Type	Course Code	Credit Distribution		Credits	Allotted Hours	Allotted Marks		
		Theory	Practical			CIE	ESE	Total
IKS-01	IKS-01	02	00	02	30	15	35	50

Learning Objectives:

After learning this course, students will be able to acquire in depth knowledge of Ancient Indian Food Culture and learn forgotten delicacies of Indian Cuisine.

Course Outcomes (Cos)

1. Acquire knowledge of evolution of Indian Hospitality Industry
2. Know the food culture of India
3. Get familiar with forgotten dishes of Indian cuisine

Detailed Syllabus: Example

Unit I: Evolution of Indian Hospitality Industry (06)

- 1.1 Introduction to Indian Hospitality Industry – Evolution of industry and Growth in India
- 1.2 Brief Introduction to Food Culture of India in Ancient times

Unit II: Food Culture of East Indian Cuisine (06)

- 2.1 Introduction
- 2.2 Traditional ingredients and equipments used
- 2.3. Traditional Recipes – Forgotten Recipes
- 2.4. Popular dishes of the cuisine

Unit III: Food Culture of West Indian Cuisine (06)

- 3.1 Introduction
- 3.2 Traditional ingredients and equipments used
- 3.3. Traditional Recipes – Forgotten Recipes
- 3.4. Popular dishes of the cuisine

Unit IV: Food Culture of South Indian Cuisine (06)

- 4.1 Introduction

4.2 Traditional ingredients and equipments used

4.3. Traditional Recipes – Forgotten Recipes

4.4. Popular dishes of the cuisine

Unit V: Food Culture of North Indian Cuisine

(06)

5.1 Introduction

5.2 Traditional ingredients and equipments used

5.3. Traditional Recipes – Forgotten Recipes

5.4. Popular dishes of the cuisine

Suggested Readings/Material:

1. Fundamentals of Food Production Principles – Shefali Joshi, Pralhad Botre
2. Food and Beverage Service – R. Singaravelavan
3. Food and Beverage Service – Anita Bagchi, S.N. Sharma
4. International Cuisine and Food Production Management – Parvinder S. Bali

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Syllabus
B. Sc. -I (Hospitality Studies)

Title of the Course: Basic Rooms Division I								
Year: I				Semester: II				
Course Type	Course Code	Credit Distribution		Credits	Allotted Hours	Allotted Marks		
		Theory	Practical			CIE	ESE	Total
DSC-1	BS-HS121T	02	00	02	30	15	35	50

Learning Objectives:

The subject aims to establish the importance of the House Keeping and Front Office department of a hotel and its role in the Hospitality Industry.

Course Outcomes (Cos)

1. Get insight of Hospitality Industry.
2. Learn the basic concept of Housekeeping Department
3. Role of Housekeeping and Front Office Department.
4. Interpret basic knowledge of Housekeeping and Front Office operations.

Detailed Syllabus:

Section I

Unit I: INTRODUCTION TO HOSPITALITY INDUSTRY 7

- 1.1 Definition of the Hotel
- 1.2 Classification of hotels (based on various categories like size, location, clientele, length of stay)
- 1.3 Importance / Role of Rooms Division in Hotel Industry
- 1.4 Guest satisfaction and repeat business
- 1.5 Organizational chart of Hotels (Small, medium, large) Types of Guest Rooms

Unit II: INTRODUCTION TO HOUSEKEEPING DEPARTMENT 6

- 2.1 Organizational hierarchy of Housekeeping department
- 2.2 Define Job description and Job specification
- 2.3 Attributes of Housekeeping personnel
- 2.4 Rules of the floor Layout, sections of Housekeeping department and functions of these sections
- 2.5 Different areas maintained by Housekeeping department - Front of the house, back of the house

- 2.6 Interdepartmental coordination and communication (Front office, Engineering, HR, Purchase, F & B Service, Security)

Unit III: HOUSEKEEPING OPERATIONS **7**

- 3.1 Cleaning routine of Housekeeping department – Principles of cleaning
 3.2 Cleaning Agents – Classification, use, care and storage
 3.3 Cleaning equipments - Classification, use, care and maintenance

Section II

Unit IV: INTRODUCTION TO FRONT OFFICE DEPARTMENT **5**

- 4.1 Organizational hierarchy of Front Office department
 4.2 Duties and responsibilities of Front Office personnel
 4.3 Attributes of Front Office personnel
 4.4 Rules of the house (For Guest and Staff)
 4.5 Layout and sections of Front Office department and its interdepartmental coordination and communication (Housekeeping, Engineering, HR, Purchase, F & B Service, Security, Sales and Marketing, Accounts)

Unit V : FRONT OFFICE OPERATIONS **5**

- 5.1 Introduction to room tariffs.
 5.2 Types of room rates and meal plans
 5.3 Types of keys and key handling procedure
 5.4 Introduction of equipments at front office – Manual and Automatic
 5.5 Introduction to Guest Cycle

Suggested Readings/Material:

1. Housekeeping Training Manual-Sudhir Andrews
2. Hotel, Hostel & Hospital Housekeeping–Brenscon & Lanox
3. Hotel Housekeeping and operations – G Raghubalan, Smritee raghubalan
4. Front office Management – S. K. Bhatnagar
4. Professional Management of Housekeeping Operations (Thomas J A Jones)
5. Rooms Division Techniques (Rasika Gumaste, Shefali Joshi)
6. Hotel front Office Training Manual. (Sudhir Andrews)
7. Principles of Hotel Front Office Operations (Sue Baker, P. Bradley, J. Huyton)
8. Hotel Front Office Operations and Management (Jatashankar R. Tewari)
9. Hotel Front Office Management (James A Bardi)
10. Check in Check out: Managing Hotel Operations (Gary Vallen, Jerome Vallen)
11. Managing Front Office Operations (Michael Kasavana)

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New Arts, Commerce and Science College, Ahmednagar
 (Autonomous)
Syllabus
B. Sc. -I (Hospitality Studies)

Title of the Course: Practical Basic Rooms Division								
Year: I				Semester: II				
Course Type	Course Code	Credit Distribution		Credits	Allotted Hours	Allotted Marks		
		Theory	Practical			CIE	ESE	Total
DSC-03	BS-HS 122P	00	02	02	60	15	35	50

Learning Objectives:

The subject prepares the student to acquire knowledge and skills necessary for various tasks and aspects of Rooms Division.

Course Outcomes (Cos)

- 1 Knowledge of Basic cleaning procedures in Housekeeping.
- 2 Understand the basic room layouts and amenities offered.
- 3 Inculcate grooming standards and etiquettes required for front office personnel.
- 4 Practice various basic skills of front office procedures.

Detailed Syllabus:

Unit I: Understanding basics of cleaning aspects 20

- 1.1 Introduction, identification, uses and care of hand tools, cleaning equipments.
- 1.2. Introduction, identification, uses of cleaning agents.
- 1.3. Basic cleaning procedures for guest rooms and public area – Sweeping, Mopping –dry, wet, Dusting, Vacuum cleaning.
- 1.4. Cleaning of various types of surfaces viz. hard, semi hard, soft and laminated.
- 1.5. Polishing of metals viz. Brass, Silver, Copper

Unit II: Knowledge of Guest Room 15

- 2.1 Basic room layouts – Single, double, suite.
- 2.2 Placement of amenities and supplies in the guest room.

Unit III: Attributes of Front Office Staff 10

- 3.1 Personal hygiene, grooming, etiquettes and manners.

- 3.2 Telephone etiquettes and Telephone handling procedures

Unit IV: Front Office Procedures**15**

- 4.1 Handling room keys and key control procedures.
- 4.2 Message handling.
- 4.3 Paging and luggage handling.
- 4.4 Standard phrases used at the Front Office.

Suggested Readings/Material:

- 1. Housekeeping Training Manual-Sudhir Andrews
- 2 Hotel, Hostel & Hospital Housekeeping–Brenson & Lanox
- 3 Hotel Housekeeping and operations – G Raghubalan, Smritee raghubalan
- 4 Front office Management – S. K. Bhatnagar
- 4 Professional Management of Housekeeping Operations (Thomas J A Jones)
- 5 Rooms Division Techniques (Rasika Gumaste, Shefali Joshi)
- 6 Hotel front Office Training Manual. (Sudhir Andrews)
- 7 Principles of Hotel Front Office Operations (Sue Baker, P. Bradley, J. Huyton)
- 8 Hotel Front Office Operations and Management (Jatashankar R. Tewari)
- 9 Hotel Front Office Management (James A Bardi)
- 10 Check in Check out: Managing Hotel Operations (Gary Vallen, Jerome Vallen)
- 11 Managing Front Office Operations (Michael Kasavana)

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
New Arts, Commerce and Science College, Ahmednagar
(Autonomous)
Syllabus
B. Sc. -I (Hospitality Studies)

Title of the Course: Practical Basic Continental Food Production								
Year: I				Semester: II				
Course Type	Course Code	Credit Distribution		Credits	Allotted Hours	Allotted Marks		
		Theory	Practical			CIE	ESE	Total
DSC-03	SEC-02	00	02	02	60	15	35	50

Learning Objectives:

Food Production is an integral part of the Hospitality Industry. This course aims for the students to understand the basics of continental cuisine. Through hands-on practice, students should acquire essential culinary skills for food preparation, cooking methods, and plating techniques specific to Continental cuisine.

Course Outcomes (Cos):

1. Proficiency in basic continental cooking techniques
2. Ability to prepare a variety of continental dishes
3. Demonstration of culinary creativity and presentation skills
4. Adhere to strict food safety and sanitation standards in the kitchen

Detailed Syllabus:

Minimum 15 Individual Practical's to be conducted during the semester.

The practical should comprise of the following:

- Demonstration of Stocks, Soups and Sauces- 1 practical
- Egg Cookery – 1 Practical
- Continental breakfast menu – 1 Practical
- Types of Sandwiches – 1 practical
- Types of Salads with Dressings. – 1 practical
- Basic Continental menus consisting of Appetizer/soup, Meat preparation with starch & veg accompaniments & Dessert with plate presentation and appropriate portion sizes – 9 practicals
- Internal Practical Exam – 1 Practical

Suggested Readings/Material:

- 1** Modern Cookery for Teaching & Trade Vol I & II- Ms. Thangam Philip, Orient Longman
- 2** Practical Cookery-Victor Ceserani & Ronald Kinton, ELBS
- 3** Food Production Operations Parvinder S. Bali