



MANONMANIAM SUNDARANAR UNIVERSITY
DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION
TIRUNELVELI – 627012, TAMIL NADU.

SYLLABUS AND SCHEME OF EXAMINATION

(For the Candidates Admitted From the Calendar Year June 2010 – Dec 2010)

B.Sc. (Culinary Arts)
Course Code: HTG03
Distance Education Programme
Annual Pattern

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B.Sc. Culinary Arts Regulations

Course Code	HTG03	
Name of the Course	B.Sc. (Culinary Arts)	
Duration of the Course	Three years (Non-semester)	
Eligibility for Admission to the I Year of the Course	10+2 Pass (Any Group) or any other examination accepted as equivalent thereto by the Manonmaniam Sundaranar University, Tirunelveli.	
Eligibility for Admission to II Year under the Lateral Entry Scheme	10th Pass plus Diploma in Engineering (Any Group) or 10+2 Pass (Any Branch) plus Diploma in Tourism, Hotel Management and Catering Science / Food Production Management / Food Service Management / Front Office Management / House Keeping Management / Catering Technology / Cabin Crew and In-Flight Services Management / Aviation Hospitality and Travel Management / Air Cargo Management or equivalent of Minimum One Year Duration.	
Eligibility for Admission to II Year under the Re-admission Scheme	Candidates who have completed I Year (passed / failed) of any undergraduate degree programme in regular college / distance education of a recognised university / institute and discontinued their studies will be re-admitted in the II Year on verification of the original certificates obtained from the institution / university last studied	
Eligibility for Admission to III Year under the Re-admission Scheme	Candidates who have completed II Year (passed / failed) of any undergraduate degree programme in regular college / distance education of a recognised university / institute and discontinued their studies will be re-admitted in the III Year on verification of the original certificates obtained from the institution / university last studied	
Eligibility for Admission to III Year under the Additional Degree Scheme	Graduate in Any Discipline	
Course of Study	The course of study for B.Sc. (Culinary Arts) shall consist of the following:	
	Part I	Tamil or any one of the following languages: Telugu, Malayalam, Kannada, Hindi, Urdu, Sanskrit
	Part II	English
	Part III	Core Subjects
Medium of Instruction	The medium of instruction and examination for the papers of Part I and Part II shall be in the respective language concerned. For Part III subjects the medium of instruction and examination shall be in ENGLISH ONLY.	

Conduct of Theory and Practical Classes	Theory and practical classes shall be conducted at the Distance Education Study Centres as per the guidelines of the DDCE, Manonmaniam Sundaranar University.	
Instructional Hours for both Theory and Practical Papers	Instructional Hours for both Theory and Practical Papers shall be decided by the Distance Education Study Centres in consultation with the DDCE, Manonmaniam Sundaranar University.	
III Year Industrial Training	As prescribed by the DDCE, Manonmaniam Sundaranar University, Tirunelveli at Companies / Industries / Business Establishments associated with the Distance Education Study Centres.	
Examinations	Examination for all the subjects will be conducted at the end of each year. Date of commencement of examinations shall be 15 th May for Academic Year Batch and 15 th December for Calendar Year Batch. NOTE: Candidates who have joined the II Year / III Year under the Lateral Entry / Re-admission / Additional Degree Scheme have to appear for examinations of all the previous year papers compulsorily. Candidates joining under these schemes can seek exemption for Part I and Part II papers alone.	
Duration of Examination	Theory	3 hours / paper
	Practical	3 hours / paper
	Industrial Training Report and Viva Voce	As stipulated by the Manonmaniam Sundaranar University
Passing Minimum	<p>a) A candidate shall be declared to have passed in a paper, if he / she obtain not less than 35% of marks in that paper. He / she shall be declared to have passed the whole examination, i.e. Part I, II and III, if he / she passed all the papers.</p> <p>b) A candidate failing to secure the minimum marks prescribed shall be required to re-appear for the examination in that paper and obtain not less than the minimum marks required for passing the paper.</p>	
Classification of Successful Candidates	<p>a) A candidate who passes all the Part III examinations in the first attempt within a period of three years securing 75% of total marks or above the aggregate of Part III marks shall be declared to have passed the degree examination in FIRST CLASS with DISTINCTION.</p> <p>b) Successful candidates passing the examinations for Part I or Part II or Part III securing not less than 60% of total marks for the concerned Part shall be declared to have passed that Part in FIRST CLASS.</p> <p>c) Successful candidates passing the examinations for Part I or Part II or Part III securing not less than 50% of the total marks but below 60% for the concerned Part, shall be declared to have passed that Part in SECOND CLASS.</p> <p>d) All other successful candidates shall be declared to have passed the Part I or Part II or Part III examinations in THIRD CLASS.</p>	
Conferment of the Degree	No candidate shall be eligible for conferment of the degree unless the candidate has undergone the prescribed course of study for a stipulated period of time and has passed the examinations as prescribed.	

B.Sc. Culinary Arts Syllabus

Year I				
Sl. No.	Paper Code	Paper Name	Marks	
			Min	Max
1	D1H1/ D1J1/ D1K1/ D1W1/ D1V1/ D1U1/ D1S1	Part I – Tamil / Malayalam / Hindi / Kannada / Telugu / Urdu / Sanskrit /	35	100
2	D3B1	Part II – English	35	100
3	HBC11	Introduction to Professional Cookery	35	100
4	HBC12	Food and Beverage Service	35	100
5	HBC13	Nutrition and Food Science	35	100
6	HBC14	Practical – I Introduction to Professional Cookery	35	100
7	HBC15	Practical – II Food and Beverage Service	35	100
Total				700

Part I & Part II Common for all UG Courses

Year II				
Sl. No.	Paper Code	Paper Name	Marks	
			Min	Max
8	HBC21	Indian Regional Cuisine	35	100
9	HBC22	Baking Principles and Patisserie	35	100
10	HBC23	Accommodation Operations	35	100
11	HBC24	Food Preservation	35	100
12	HBC25	Information Technology for Culinary Arts	35	100
13	HBC26	Practical – III Indian Regional Cuisine, Baking Principles and Patisserie	35	100
14	HBC27	Practical – IV Accommodation Operations, Information Technology for Culinary Arts	35	100
Total				700

Year III				
Sl. No.	Paper Code	Paper Name	Marks	
			UA	Total
15	HBC31	International Cuisine	35	100
16	HBC32	Pastry and Confectionery	35	100
17	HBC33	Garde Manger Practices and Principles	35	100
18	HBC34	Food Safety and Quality Control	35	100
19	HBC35	Communication Skills	35	100
20	HBC36	Practical – V International Cuisine, Pastry and Confectionery, Garde Manger Practices and Principles	35	100
21	HBC37	Industrial Training Report and Viva Voce	35	100
Total				700

Paper Code: HBC11 Introduction to Professional Cookery		
Unit No.	Topic	Contents
1	Cookery Introduction	Aims & Objectives of Cooking, Culinary history, Origins of modern cookery.
		Kitchen Layout and Organisation: Layout of Kitchen, Layout of Receiving Area, Layout of Storage Area, Layout of Service and Wash-up
		Hierarchy and Staffing: Kitchen Classical Brigade, Staffing in Various Category, Role of Executive Chef, Duties and Responsibilities of various Chefs, Co-operation with Other Departments
		Equipment, Fuel and Tools used in Cookery
2	Ingredients	Shortenings: Role of shortening. Varieties of shortenings, Advantages & Disadvantages of using different shortenings, Fats & Oil Types, varieties.
		Raising agents: Classification of raising agents, Action and reactions
		Sugar: Importance of sugar, Types of sugar, Cooking of various sugar.
		Milk, Cream, Butter and Cheese types and uses
		Classification of vegetables, Pigments and colour changes Effects of heat on vegetables, Cuts of vegetables, Classification of fruits Uses of fruit in cookery, Salads & Salad dressings.
		Rice, cereals & pulses, Flour: Uses of flour in food production, Cooking of flour
3	Preparation and Methods of Cooking	Preparation of Ingredients – Washing, peeling, scrapping, cutting of vegetables, method of mixing foods, methods of cooking foods.
		Methods & Principles of Cooking Food – Roasting, Grilling, Frying, Baking, Broiling, Poaching, Boiling, Steaming, Stewing and Braising.
4	Seafood and Meat Cookery	Fish- Classification, selection procedures, cuts, and cooking of fish.
		Butchery- Selection cuts, size, and uses of lamb, mutton, veal, beef, and porks.
		Chicken- Classification, Selection procedures, cuts, and uses. Steak, Bacon, ham, gammon- Meaning.
5	Basic Indian and Continental Cookery	Condiments & Spices - Introduction to Indian Foods, Spices used in Indian Foods, Role of Spices in Indian Cookery Masalas - Blending of Masalas, Different Masalas used in Indian Cookery.
		Thickening Agents - Role of Thickening Agents in Indian Cookery, Types of Thickening Agents
		Stock: Definition, Classification and types, Rules for stocks, Recipe of different stocks Soups: Definitions, Classification of soups; Examples. Sauces: Definition, Use and importance of sauces. Mother sauces- Recipes, Derivative sauces. Pasta: meaning and types

REFERENCE BOOKS:

Sl. No.	Title of the Book	Author	Publisher
1	Modern Cookery for Teaching and the Trade	Philip E. Thangam	Orient Longman
2	The Science of Cooking	Peter Barham	Springer
3	The Complete Guide to the Art of Modern Cookery	Auguste Escoffier	Heinemann.
4	Theory of Cookery	Arora K	K.N. Gupta & Co.
5	Culinary Arts Institute Encyclopedic Cookbook	Ruth Berolzheimer	Perigee
6	Food Preparation and Cooking	Tony Groves, <i>et al</i>	Nelson Thornes

Paper Code: HBC12		Food and Beverage Service
Unit No.	Topic	Contents
1	Introduction to the Hotel and Catering Industry	Role of catering establishments in travel and tourism industry. Structure of the Catering Industry
		Departmental Organization: Organization of food & beverage department. Duties & responsibilities of all Categories of Food and Beverage staff. Attributes of the Waiter
		Crockery & Glassware, Tableware - Cutlery & Flatware, Hollowware - Silver & Stainless Steel Linen, Furnishings & Fittings. Cleaning & Upkeep of silver, Methods of Silver cleaning.
		Ancillary Departments: Pantry, still room, plate room, hotplate, wash kitchen stewarding a brief description.
2	F & B Service	Forms and methods of services: English; French & Russian, Service of a Table
		Mis en place, Arranging side-board, Receiving the Guests & Social Skills
		Type of Room Service, List of Equipments, Trolley & Tray Setup, House Rules of Room Service Waiter, Room Service Menu
3	Meals and Menu Planning	Types of meal: Breakfast Lunch / Dinner / Supper / Brunch / High tea / Afternoon Tea / Elevenses.
		Introduction to types of Menu, Menu Planning considerations and constraints, Menu Terms
		Menu Designing.
		Classical French Menu.
		Cover laying for foods
4	Non-Alcoholic Beverages	Definition, Classification, Significance of Beverages
		Classification (Nourishing, Stimulating and Refreshing beverages)
		Tea - Origin & Manufacture, Types & Brands
		Coffee - Origin & Manufacture, Types & Brands
		Juices and Soft Drinks
		Cocoa & Malted Beverages - Origin & Manufacture
5	Alcoholic Beverages	Wines - Definition, Classification, Grape varieties, Production of table wine, Service and storage, Wines of France, Wines of Italy, Wines of Germany, Wines of U.S.A, Wines of Australia, Other wine producing countries
		Sparkling Wines, Champagne, Fortified Wines - Sherry, Port, Madeira, Marsala, Service and storage
		Spirits - Definition, Distillation - Pot still & Patent still, Different spirits, Brandy, Whisky, Gin, Vodka, Rum (Production, Types, Service and Storage)
		Beer – Definition, Types of beer, Service and storage
		Cocktails – Definition, History, Methods of mixing cocktails, World famous cocktails
		Food and Wine Harmony - Food and matching drink

REFERENCE BOOKS:

Sl. No.	Title of the Book	Author	Publisher
1	Food and Beverage Service	Dennis R. Lillicrap, John A Cousins	Elbs
2	Food and Beverage Service	Vijay Dhawan	Frank Bros. & Co.
3	Serving Food and Drink: Table & Function: Student Guide	Ann Bulleid	Nelson Thornes
4	The Waiter & Waitress and Waitstaff Training Handbook: A Complete Guide	Lora Arduser	Atlantic Publishing Company.
5	Modern Restaurant Service	John Fuller	Hutchinson
6	The Waiter Handbook	Grahm Brown	Global Books & Subscription Services New Delhi
7	The World of Wines	Churchill, Creighton (1980)	Collier Books.
8	Winemaking Basics	Ough, Cornelius S (1992)	Haworth Press Inc.
9	Beer and Wine Making Illustrated Dictionary	Zaneilli, Leo (1978)	A. S. Barnes & Company

Paper Code: HBC13 Nutrition and Food Science		
Unit No.	Topic	Contents
1	Introduction to Nutrition and Nutrients	Definition of the terms Health, Nutrition and Nutrients
		Importance of Food – (Physiological, Psychological and Social function of food) in maintaining good health.
		Classification of nutrients
		Energy – definition, energy contribution from macronutrients, Factors affecting energy requirements, Concept of BMR, SDA, Thermodynamic action of food, Dietary sources of energy, Concept of energy balance and the health hazards associated with Underweight, Overweight
2	Macro Nutrients	Carbohydrates: Definition, Classification (mono, di and polysaccharides), Dietary Sources, Functions, Significance of dietary fibre (Prevention/treatment of diseases).
		Lipids: Definition, Classification (Saturated and unsaturated fats), Dietary Sources, Functions, Significance of Fatty acids (PUFAs, MUFAs, SFAs, EFA) in maintaining health, Cholesterol – Dietary sources and the Concept of dietary and blood cholesterol.
		Proteins: Definition, Classification based upon amino acid composition, Dietary sources, Functions, Methods of improving quality of protein in food (special emphasis on Soya proteins and whey proteins)
3	Micro Nutrients and Water	Vitamins: Definition and Classification (water and fats soluble vitamins), Food Sources, function and significance of: 1. Fat soluble vitamins (Vitamin A, D, E, K), 2. Water soluble vitamins (Vitamin C, Thiamine, Riboflavin, Niacin, Cyanocobalamin Folic acid
		Minerals: Definition and Classification (major and minor), Food Sources, functions and significance of : Calcium, Iron, Sodium, Iodine & Flourine
		Water: Definition, Dietary Sources (visible, invisible), Functions of water, Role of water in maintaining health (water balance)
4	Menu Planning	Planning of nutritionally balanced meals based upon the three food group system
		Factors affecting meal planning, Critical evaluation of few meals served at the Institutes/Hotels based on the principle of meal planning.
		Calculation of nutritive value of dishes/meals.
		Balanced Diet: Definition, Importance of balanced diet, RDA for various nutrients – age, gender, physiological state
5	Newer trends in Food Service Industry in Relevance to Nutrition and Health	Need for introducing nutritionally balanced and health specific meals
		Critical evaluation of fast foods
		New products being launched in the market (nutritional evaluation)

REFERENCE BOOKS:

Sl. No.	Title of the Book	Author	Publisher
1	Applied Nutrition And Food Science	Jyoti S. Sharma	Akanksha Publishing
2	Food Science & Nutrition	Sunetra Roday	Oxford University Press, Usa
3	Dictionary Of Food Science And Nutrition	A & C Black	A & C Black Publishers
4	Food Science	B. Srilakshmi	New Age International (p) Ltd

Paper Code: HBC14 Practical – I Introduction to Professional Cookery		
Expt. No.	Topic	Contents
1	Identification, Cutting & Blanching Vegetables	Identification of Various Types of Vegetables
		Classification of Vegetables
		Cuts of Vegetables
		Blanching of Tomatoes & Capsicum
2	Methods of Cooking Vegetables	Boiling (potatoes, beans)
		Frying (potatoes)
		Steaming (Cabbage)
		Baking (potatoes)
		Braising (onion, cabbage)
3	Preparation of Stocks and Sauces	Demonstration and preparation of Stocks.
		Demonstration and preparation of Sauces.
4	Identification of Fish, Poultry and Meat	Identification of Fish
		Demonstration of Cuts of Fish
		Identification of Various Cuts of Poultry
		Identification of Various Cuts of Meat
		Identification of Fish
5	Preparation of Soups and Pasta	Demonstration and Preparation of Various types Soups
		Demonstration and Preparation of Various Pasta Dish
6	Indian Cookery	Demonstration and Preparation of various Indian Masalas

Paper Code: HBC15 Practical – II Food and Beverage Service		
Expt. No.	Topic	Contents
1	Identification of Equipments	Identification of various types of knives, forks, spoons etc.,
		Special Equipments used in Restaurants.
2	Cutlery & Crockery	Cleaning and Polishing / wiping of Cutlery, crockery & Glassware
		Handling of Cutlery & Crockery.
3	Servicing and Arrangement	Manipulating service spoon and fork for various foods
		Dummy waiter and its arrangement
4	Tablecloth and Cover	Laying a Tablecloth & Relaying a Tablecloth
		Napkin Folds - Lunch Folds, Dinner Folds, Breakfast Folds, Laying of Cover.
5	Menu Compilation	Practicing simple menu compilation
6	Room Service	Room Service demonstration and practice
7	Service of Beverages	Service of Wines: Red wine, White/Rose wine, Sparkling wines, Fortified wines, Aromatized wines.
		Service of Bottled & Canned Beers / Draught Beers
		Service of Spirits (Whisky, Vodka, Rum, Gin, Brandy & Tequila)
		Loading / carrying-trays / trolleys

Paper Code: HBC21 Indian Regional Cuisine		
Unit No.	Topic	Contents
1	Indian Cookery	History and Key characteristics of Indian regional cuisine.
		Characteristics and role of regional staple food.
		Indian Curries and Gravies, Indian Rice Preparations
		Indian Salads and Soups, Indian Snacks and Chats
		Indian Sweet Preparations, Indian Festival Dishes
		Indian Breads
		Preparing Tandoor, Types, Marinade preparation, Types of Tandoori dishes, Tandoori breads, Tandoori accompaniments.
2	North Indian Cuisine	A detailed study on Indian Regional Cuisine regarding ingredients used, traditional preparation & cooking methods, utensils and Popular Dishes
		Punjabi Cuisine: Typical Punjabi Dishes, Bread Preparations
		Mughlai Cuisine, Classic Mughlai Dishes, Kashmiri Cuisine Typical Kashmiri Dishes, Kashmiri Muslim and Royal Cuisine –Wazwan, Kashmiri beverages
		Awadhi Cuisine: Typical Awadhi Dishes, Bread Preparations Desserts
		Cuisine of Uttar Pradesh, Popular Dishes of Uttar Pradesh
		Rajasthani Cuisine, Popular Dishes of Rajasthani Cuisine Bhojpuri Cuisine
3	South Indian Cuisine	South Indian Cuisine: Foundations of South Indian Cuisine, Serving a traditional Meal.
		Andhra Cuisine, Breakfast Dishes, Vegetarian Dishes, Sweet Dishes, Hyderabad Cuisine.
		Karnataka Cuisine: Rice Dishes, Breads, Saaru, Kosambari, Sweets, Udupi Cuisine
		Kerala Cuisine: Breakfast, Main Dishes, Sadyas, Dessert
		Tamil Nadu Cuisine: Traditional Meals of Tamil Cuisine, Breakfast, Tiffin or Light Meals, Traditional Dishes, Chettinad Cuisine
		Recipes of South Indian Cuisine
4	East Indian Cuisine	Cuisine of East India: Common Ingredients, Popular Dishes Bengali Cuisine: Bengali Sweet Dishes, Bengali Snack Dishes, Other Bengali Dishes
		Oriya Cuisine: Popular Dishes of Oriya, East Indian Cuisine Recipes
5	West Indian Cuisine	Maharashtrian Cuisine: Staple Dishes, Vegetarian Dishes Non-Vegetarian Dishes, Appetizers, Sweets
		Goan Cuisine: Staple Food, Hindu Cuisine, Catholic Cuisine
		Gujarati Cuisine: Typical Dishes of Gujarat, Sweet Dishes, Recipes of West Indian Cuisine

REFERENCE BOOKS:

Sl. No.	Title of the Book	Author	Publisher
1	The Complete Indian Cooking	Mridula Baljekar (2005)	Lorenz Books.
2	Indian Food: A Historical Companion	K. T. Achaya (1998)	Oxford University Press.
3	Qmin: A Fresh New Approach to Indian Cuisine	Anil Ashokan (2008)	Allen and Unwin.
4	A Touch of Spice	Philip E. Thangam (1993)	Sangam Books Ltd
5	Classic Indian Cooking	Julie Sahni (1980)	William Morrow Cookbooks.

Paper Code: HBC22 Baking Principles and Patisserie		
Unit No.	Topic	Contents
1	Basic Principles of Baking	Baking, Historical background, Formulas and Measurements
		Methods of Heat Transfer, Overview of the baking process, Staling
		Bakery Organisation Structure
2	Ingredients & Equipments used in Baking	Bakery Equipments – Thermometers, Measuring Equipment, Mixing Equipment, Baking pans, containers and molds, Other Equipments.
		The Eight main ingredients in baking – flour, sugar, eggs, butter, other dairy products, leaveners, chocolate, vanilla
		Wheat – types of flour, characteristics of good quality flour, flour test, functions of flour and its storage.
		Sugar and their functions in bakery products, Salt
		Leaving Agents, Moistening Agents, Improvers and emulsifiers
2	Breads, Dough and Fillings	Yeast made products, principles involved in the yeast product preparation
		Breads-Types, mixing methods, (straight dough method, modified straight dough method for rich dough, sponge method), steps in dough production.
		Dough formulas and techniques-Hard rolls, soft bread, French bread, white pan bread, rye bread & rolls, broche, sweet roll dough, Danish pastry, croissant.
		Fillings & toppings for sweet dough products Make-up techniques-Hard rolls & breads, soft roll dough, sweet dough products, rolled in dough products.
4	Cakes & Icings	Cakes: their ingredients and functions, functions of optional ingredients in cakes
		Principles involved in the preparation of cakes, Balancing of cake formula
		Cake faults and their causes
		Icings: butter cream, royal icing, almond paste, fondant icing, pastillage, American frosting, water icing or glaze icing
		Cake decoration: Colour, design, templates, texture, equipment, casting moulds, lettering, monogram, stencils.
5	Cookies & Pies	Cookies: Characteristics & causes, mixing methods, types & make-up, panning, baking and cooling, formulas for bar cookies, macaroons, lace cookies, sandwich cookies.
		Pies: Types, mixing pie dough, pie crust, procedure for making small fruit tarts, assembling, baking & filling, common problems in fruit pies.

REFERENCE BOOKS:

Sl. No.	Title of the Book	Author	Publisher
1	The Bakery and Confectionery	A. Yogambal (2007)	Denett & Co.
2	Theory of Bakery and Confectionery	Yogambal Ashok Kumar(2009)	Prentice-Hall of India Pvt Ltd
3	Professional Baking	Wayne Gisslen (2004)	John Wiley and Sons
4	The Art and Soul of Baking	Sur La Table, Cindy Mushet, Maren Caruso (2008)	Andrews McMeel Publishing
5	How Baking Works: Exploring the Fundamentals of Baking Science	Paula Figoni (2007)	John Wiley and Sons
6	Understanding baking: the art and science of baking	Joseph Amendola, Nicole Rees (2002)	John Wiley and Sons

Paper Code: HBC23 Accommodation Operations		
Unit No.	Topic	Contents
1	Housekeeping Fundamentals	Meaning and definition, Importance of Housekeeping, Responsibility of the Housekeeping department
		Organizational framework of the Department (Large/Medium/Small Hotel), Role of Key Personnel in Housekeeping, Attributes and Qualities of the Housekeeping staff - skills of a good Housekeeper, Inter departmental Co-ordination with more emphasis on Front office and the Maintenance department.
		Housekeeping Procedures: Briefing, Debriefing, Gate pass, Indenting from stores Inventory of Housekeeping Items, House keeping control desk, Importance, Role, Co-ordination, check list, key control, Handling Lost and Found, Forms, Formats and registers used in the Control Desk.
2	Care and Cleaning	Characteristics of a good cleaning agent, PH scale and cleaning agent with their application, Types of cleaning agent, cleaning products (Domestic and Industrial).
		Types of Equipment, Operating Principles of Equipment, Characteristics of Good equipment (Mechanical/Manual), Storage, Upkeep, Maintenance of equipment.
		Metal, Glass, Leather, Rexene, Ceramic, Wood Wall and floor covering, Stain Removal.
		Beds & Mattresses: Single, Double, Queen, King Mattress Protector and Mattresses
		Pest Control - Areas of infestation, Preventive measures and Control measure
3	Front Office Organisation	Front Office Organisation Chart, Front Office Functional Areas, Duties & Responsibilities of F.O. Personnel, Front Office layout and equipment
		Front Office Operations: The Guest Cycle, Front Office System, Front Office Forms and Formats, The Front Desk, Telecommunication and its importance, Property Management System.
4	Guest Handling and Reservations	Introduction to guest cycle - Pre arrival, Arrival, Stay, Departure and after departure
		Reservation - Importance of reservation, Modes, Channels and sources. Cancellation, Amendments and overbooking
		Tariff Structure, Different types of tariffs.
		Arrivals - Preparing for guest arrivals at Reservation and Front Office, Receiving of guests, Pre-registration, Registration, Relevant records for FITs, Groups, Air crews & VIPs
5	Safeguarding Assets	Guest Accounting: Job description of front office cashier, Records & ledgers maintained by cashier, Ways of settling bills.
		Concerns & concepts of safety and Security in Housekeeping. Controlling Thefts: Employee, Guest and External Person. Security in Guest room.
		Safety: Accidents, Fires (causes, procedure and reporting) First Aid: Concepts of emergency procedures.
		Keys: Types of keys handled by House Keeping. Computerized key cards. Key control in the department.

REFERENCE BOOKS:

Sl. No.	Title of the Book	Author	Publisher
1	Hotel Housekeeping Training Manual	Andrews Sudhir (1985)	Tata Mc Graw-Hill Publishing Co. Ltd.
2	Hotel Housekeeping Principles and Practice	Joan C. & Lennox; Margaret Branson (1969)	Edward Arnold London.
3	Housekeeping Management for Hotels and Residential Establishments	Rosemary Hurst (1971)	William Heinemann.
4	The Professional Housekeeping	W. Winter; Doris Hatfield; H. Hatfield (1989)	Hyperion Books.
5	The Professional Housekeeper	Schneider Madelin; Tucker Georgina and Scoviak Mary (1999)	John Wiley & Sons Inc, New York.
6	Professional Management of House-keeping Operations	Martin Robert J (1998)	John Wiley & Sons New York.
7	Front Office Management	S.K. Bhatnagar (2002)	Frank Bros. & Co. (Publishers) Ltd.
8	Hotel and Lodging Management: An Introduction	Alan T. Stutts; James Wortman (2005)	Wiley.
9	Introduction to the Hospitality Industry	Tom Powers; Clayton W. Barrows (2002)	Wiley.
10	Hotel Front Office Management	James A. Bardi (2002)	Wiley.
11	Front Office Operations and Management	Ahmed Ismail (2002)	Thomson Delmar Learning.

Paper Code: HBC24 Food Preservation		
Unit No.	Topic	Contents
1	Food Preservation Techniques	Heat processing, pasteurization and appieratization, aseptic packaging, high pressure processing, pascalization.
		Chemical preservative, Food additives, Ideal Anti-microbial preservatives.
		Added preservative, Developed preservatives
2	Food Preservation Methods	Asepsis, Removal of Micro-organisms, Anaerobic conditions, Methods of food preservation, Maintenance of anaerobic conditions. By use of High Temperature.
		Factors affecting heat resistance (TDT), Thermal death time curves, Determination of thermal processes, Heat treatments employed in processed foods. By use of Low temperature, Growth of Micro-organism at low temperature, chilling and freezing
3	Preservation by Use of Drying	Drying methods, Factors in control of drying, Treatment of foods before drying, procedures after drying.
		Preservation by radiation Micro wave radiation, ultraviolet irradiation, ionizing radiation, Gamma rays, Microwave processing.
4	Food Preservation by Evaporation	Factors influencing evaporation, Drying effects or Dehydration. Use of high temperature for food preservation.
		Commercial heat peservation methods Dehydration
5	Food Preservation by Canning	Canning procedure, methods
		Heat resistance of micro-organisms important in canning, heat Resistance of enzymes in food, processing by heat.

REFERENCE BOOKS:

Sl. No.	Title of the Book	Author	Publisher
1	Foods, Facts and Principles	N.Shakundala Manay, M.Shadsksharaswamy	New Age International (P) Ltd.
2	Food processing and preservation	B. Sivasanker	PHI Learning Pvt. Ltd.
3	Food Micro biology	William C. Frziar, Dennis C. Westhoff	Mc Graw Hill
4	Food Science	Srilaxmi	New Age International (P) Ltd
5	Food Micro biology	M.R.Adams, M.O.Moses	New Age International (P) Limited

Paper Code: HBC25 Information Technology for Culinary Arts		
Unit No.	Topic	Contents
1	Introduction to Computers	Introduction to computer, Definition of a computer, Computer generations, Classification of a computer, Areas of application. Information Technology.
		Components of a computer system: CPU, input devices, output devices, storage devices and memory
		Software: System software, Application software. Programming languages, Packages.
		Operating system: Functions of an Operating System, Classification of Operating Systems
		Introduction to DOS - Graphical User Interface Systems, Basic components of a GUI system - Advantages of GUI over CUI
		Introduction to Windows XP. Window Explorer, Managing files and folders, Using Paint Brush, WordPad & Notepad
2	Microsoft Word	Introduction to Word Processor, Overview of Word Processor Packages, Use of word in different areas, Document concept (Creating, Saving, Opening, Closing Document)
		Formatting document. Copy, cut and paste. Working with margins and page setup.
		Tables, Uses of drawing toolbar, Columns, header & footers. Printing procedure, Spell Check & Thesaurus.
		Mail Merge
3	Microsoft Excel	Introduction to spread sheet. Overview of spread sheet packages. Understanding Excel Sheet - Inserting, deleting and hiding columns / Rows, Printing a sheet
		Manipulating formulas and functions
		Working with charts
		Sort & Filter
4	Microsoft PowerPoint	Presentation - Explain its need, Overview of presentation packages. Use of powerpoint, Making Presentation
		Different types of slide layouts. Slide view, slide sorter view and slide show buttons. Setup show
		Applying design templates and backgrounds. Transitions & custom animation effects.
5	Internet	Introduction to Networks, Need for Networks
		Introduction to Internet, History of Internet, The World Wide Web. Internet browsers. Internet Tools – E-Mail, Search engines. Introduction to E – commerce.
		Virus, Types of viruses, How do virus spread, Symptoms of a virus attack, Prevention of virus attack, Detection of viruses, Removing viruses.

REFERENCE BOOKS:

Sl. No.	Title of the Book	Author	Publisher
1	Peter Norton's Introduction to Computers	Peter Norton	TMGH.
2	Computer Programming And Applications	R.Krishnamoorthi	J.J Publications.
3	Computer Today	K. Basandra	Galgotia Publications, New Delhi.
4	Fundamentals of Information Technology	Alexis Leon, Mathews Leon	Vikas Publishing House
6	Microsoft Word 2007 Bible	Herbert L. Tyson, Herb Tyson	John Wiley & Sons
7	Microsoft Office Word 2007 Plain & Simple	Jerry Joyce, Marianne Moon	Microsoft Press
8	Windows XP	Andy Rathbone	Wiley Publishing, Inc.,
9	Windows XP in a Nutshell: A Desktop Quick Reference	David A. Karp, Tim O'Reilly et al	O'Reilly
10	Microsoft Office Excel 2007 Quicksteps	John Cronan	McGraw-Hill Professional
11	Excel 2007 Formulas	John Walkenbach	John Wiley and Sons.
12	Microsoft Office PowerPoint 2007 QuickSteps	Carole Boggs Matthews	McGraw-Hill Professional.

Paper Code: HBC26 Practical – III Indian Regional Cuisine, Baking Principles and Patisserie		
Unit No.	Topic	Contents
1	Indian Regional Cuisine	Indian Rice preparation / Pulao preparation / Biryani Preparation.
		Indian Breads
		Indian Curries and Gravies
		Preparation of various Indian salads and soups
		Indian Snacks, Chats and Festival dishes
		Preparation of Tandoori Dishes
		Formulate 5 sets of menu consisting of 5 dishes from Southern Region.
		Formulate 5 sets of menu consisting of 5 dishes from Northern Region.
		Formulate 5 sets of menu consisting of 5 dishes from Eastern Region.
		Formulate 5 sets of menu consisting of 5 dishes from Western Region.
2	Baking Principles and Patisserie	Demonstration and Preparation of various dough's
		Preparation of various breads
		Preparation of fillings and toppings
		Demonstration and Preparation of Cakes
		Cake Decoration
		Demonstration and Preparation of Cookies
		Demonstration and Preparation of Pie's

Paper Code: HBC27		Practical – IV Accommodation Operations, Information Technology	
Expt. No.	Topic	Contents	
1	Front Office Management	Telephone handling skills, social skills, Reservation procedure.	
		Identification of rooms through the use of conventional and destiny charts.	
		Check-in and check-out procedures.	
		Role play of the following staffs - Doorman, Bellboy, Receptionist, Information assistant, Cashier.	
		Dealing with guest mail and messages, hotel mail, staff mail.	
2	House Keeping Operations	Different types of cleaning, Polishing of metal, wood etc to be practiced. Carpet cleaning, floor, spring-cleaning.	
		Bed making – evening service.	
		Laundry - washing, dry cleaning of different fabrics and clothes to be known. Linen inventory	
		Furniture and Fixtures of different types of wood, metal etc to be practiced, in cleaning and maintaining.	
3	Information Technology	Design Restaurant menu using MS Word.	
		Create relevant tables for staff list, payroll and stock maintenance in Excel	
		Prepare a PowerPoint presentation for a hotel / resort	
		Browse various Hoteliers' Websites.	
		Create an E-mail ID.	

Paper Code: HBC31 International Cuisine		
Unit No.	Topic	Contents
1	Asia and the Far East Cuisine	Historical Background, Staple food with regional influences, Specialties, Common types of Cooking, Recipes, Characteristics, preparation, Cooking techniques, Special cooking equipments in relation to: South Asian Cuisine: Ingredients used and popular dishes Pakistani cuisine, Nepalese cuisine, Sri Lankan cuisine, Afghan cuisine, Bangladeshi cuisine, Bhutanese cuisine
		North East Asia: Korean and Japanese Cuisine
		Middle Eastern Cuisine: Arab Cuisine, Kuwait Cuisine
		South East Asia: Malaysian cuisine, Thai cuisine
2	Continental Cuisine	British Cuisine
		Mediterranean cuisine, Italian Cuisine, Spanish Cuisine
		Russian Cuisine
		French Cuisine, German Cuisine
3	Chinese Cuisine	History and Introduction to Chinese Cuisine.
		Beijing cuisine
		Sichuan Cuisine
		Shanghai Cuisine
		History and Introduction to Chinese Cuisine.
4	American and Fusion Cuisines	American regional cuisine
		Cuisine of California, Mexican cuisine
		Immigrant cuisine, American Chinese cuisine, Euro-Asian cuisine, Italian-American cuisine
5	Other Cuisines of the World	African Cuisine
		Caribbean Cuisine
		Cuisine styles: Nouvelle cuisine, Haute cuisine, Immigrant cuisine, Fusion cuisine, Vegan cuisine

REFERENCE BOOKS:

Sl. No.	Title of the Book	Author	Publisher
1	International Cuisine	Jeremy MacVeigh (2008)	Delmar Cengage Learning
2	International Cuisine	Michael F. Nenes (2008)	Wiley
3	Spanish Food and Cooking	Pepita Aris (2003)	Lorenz Books.
4	The Book of Malaysian Cooking	Hilaire Walden, Walden, Simon Butcher Butcher (1998)	Penguin Group USA.
5	The Best of Malaysian Cooking	Yee Soo Leong (1991)	Times Books International.
6	Chinese Cuisine (Wei-Chuan's Cookbook)	Huang Su Huei (1983)	Wei-Chuan Publishing.
7	Exotic Tastes of Sri Lanka	Suharshini Seneviratne (2003)	Hippocrene Books.
8	The Best of Regional Thai Cuisine	Chat Mingkwan (2001)	Hippocrene Books; Illustrated Edition
9	Japanese Food and Cooking: A Timeless Cuisine: The Traditions Techniques Ingredients and Recipes	Emi Kasuko (2001)	Lorenz Books.
10	Arabic Cuisine - Foods From the Middle East	Salma Banna (2009)	CreateSpace
11	Essentials of Classic Italian Cooking	Marcella Hazan (1992)	Knopf.

Paper Code: HBC32 Pastry and Confectionery		
Unit No.	Topic	Contents
1	Pastry Basics	Short crust pastry, puff pastry, flaky pastry, filo pastry, choux pastry and Danish pastry.
		Puff pastry; Preparation and types, temperature of baking pastry
		Sweet meat: Truffles, fondant, glazed petit fours.
		Sandwiches, rolls, burgers, pizzas, hot dogs, foot longs Types, preparations, selection of spreads, fillings, classical sandwiches, smorsbord, canapes, presentation styles and appropriate garnishes and accompaniments.
2	Doughnuts, Fritters, Pancakes, and Waffles	Doughnuts
		Fritters
		Pancakes and Waffles
3	Speciality Cakes and Custards & puddings,	Planning and assembling speciality cakes, Gateaux and torten. Procedures for popular cakes
		Custards- Basic custards, creams and puddings
		Soufflés
		Mousses
4	Desserts	Frozen desserts: Churn-Frozen desserts, Still-Frozen desserts
		Fruit Desserts: Selecting and preparing fresh fruits, fruit desserts
		Dessert presentation
5	Basic Chocolate Work and Introduction to Other Decorating	Chocolate: Manufacture & processing of chocolate, types & uses of chocolate, cocoa butter, white chocolate, liquor chocolates, fondant chocolates & toffees.
		Decorative work: Marzipan, Nougatine and Pastillage
		Sugar Techniques: Boiling syrups for sugar work, spun sugar and caramel decorations, poured sugar, pulled sugar and blown sugar

REFERENCE BOOKS:

Sl. No.	Title of the Book	Author	Publisher
1	The Bakery And Confectionery	A. Yogambal (2007)	Denett & Co.
2	Theory of Bakery and Confectionery PB	Yogambal Ashok Kumar(2009)	Prentice-hall Of India Pvt Ltd
3	Professional Baking	Wayne Gisslen (2004)	John Wiley and Sons
4	The Art and Soul of Baking	Sur La Table, Cindy Mushet, Maren Caruso (2008)	Andrews McMeel Publishing
5	How Baking Works: Exploring the Fundamentals of Baking Science	Paula Figoni (2007)	John Wiley and Sons
6	Understanding baking: the art and science of baking	Joseph Amendola, Nicole Rees (2002)	John Wiley and Sons
7	Technology of Coated and Filled Chocolate, Confectionery and Bakery Products	Talbot G (2009)	CRC Press
8	The Grand Central Baking Book: Breakfast Pastries, Cookies, Pies, and Satisfying Savories from the Pacific Northwest's Celebrated Bakery	Piper Davis, Ellen Jackson (2009)	Ten Speed Press

Paper Code: HBC33 Garde Manger Practices and Principles		
Unit No.	Topic	Contents
1	The Garde Manger Profession	The Professional Garde Manger
		History of Garde Manger
		Attributes and Characteristics of a successful Garde Manger Chef
		Garde Manger in Restaurants, Catering, Hotels, Cruise Ships, Institutional Cooking
		Garde Manger Facilities and Equipment
2	Sauces and Dressings	Emulsion Sauces
		Vinaigrettes: Ingredients, Mixing Methods Classic French Vinaigrette
		Mayonnaise: Ingredients, Mixing Methods and troubleshooting
		Classic Mayonnaise Sauces
		Contemporary Mayonnaise – based sauces and dressings
		Cold Sauces made from vegetables and fruits – salsas, vegetables and fruit purees
3	Simple Salads and Tossed Salads	Salads made from leafy greens, Salad ingredients
		Cleaning, Fabrication, and storing salad greens
		Four methods of preparing simple and tossed salads
		Cold Vegetables: Culinary classifications of vegetables, vegetable characteristics
		Cooking Vegetables and fruits
		Complex Salads
4	Cured and Smoked foods	Sandwiches
		Cured and Smoked Foods
		Sausage – Anatomy, Types, ingredients and equipments
		Terrines, Pates, Galantines, and Roulades
		Cheese and other dairy products
		Appetizers and Hors d'oeuvre.
		Condiments, Crackers, and Pickles
5	Buffet Presentation	Buffet Service Styles
		The five phases of buffet work
		Buffet Menus
		Food Bars
		Food bar equipment, operating a food bar

REFERENCE BOOKS:

Sl. No.	Title of the Book	Author	Publisher
1	Professional Garde Manger: A Comprehensive Guide to Cold Food Preparation	Lou Sackett, Wayne Gisslen, Jaclyn Pestka	John Wiley and Sons, 2009
2	Garde Manger, The Art and Craft of the Cold Kitchen	The Culinary Institute of America	Wiley; 2 edition
3	The Professional Chef's Art of Garde Manger	Frederic H. Sonnenschmidt, John F. Nicolas	Wiley; 5 edition
4	The Professional Garde Manger: A Guide to the Art of the Buffet	David Paul Larousse	Wiley; 1 edition

Paper Code: HBC34 Food Safety and Quality Control		
Unit No.	Topic	Contents
1	Introduction to Food Safety	Food Safety
		Food Hazards & Risks
		Contaminants and Food Hygiene
		Food Spoilage: Types & causes of spoilage, Spoilage of different food products
2	Food Contaminants & Adulterants	Types of Food contaminants (Pesticide residues, bacterial toxins, mycotoxins, seafood toxins, metallic contaminants, residues from packaging material) Common adulterants in food Method of their detection (basic principle)
		Food Additives, Types (Preservatives, anti-oxidants, sweeteners, food colours and flavours, stabilizers and emulsifiers)
3	Food Laws and Regulations	Food Standards: The need for food laws, Prevention of Food Adulteration Act Standards, Fruit Product Order Standards, Agmark Standards, Indian Standard Institution
		International – Codex Alimentarius, ISO
		Regulatory Agencies – WTO
		Consumer Protection Act
4	Hygiene and Sanitation In Food Sector	General Principles of Food Hygiene GHP for commodities, equipment, work area and personnel
		Cleaning and disinfection (Methods and agents commonly used in the hospitality industry)
		Safety aspects of processing water (uses & standards)
		Waste Water & Waste disposal
5	Quality Assurance	HACCP, Need, Origin, Principles, terminology, steps/stages, benefits

REFERENCE BOOKS:

Sl. No.	Title of the Book	Author	Publisher
1	Food Science	Norman N. Potter, Joseph H. Hotchkiss	Springer; 5th edition
2	The HACCP Food Safety Manual	Joan K. Loken	Wiley; 1 edition
3	Food Safety	Bhat & Rao	The Bangalore Printing and Publishing Co. Ltd
4	Safe Food Handling	Jacob M.(1990)	World Health Organization
5	HACCP – A practical approach-	Sara Mortimore & Carol	Wallace Chapman & Hall

Paper Code: HBC35		Communication Skills
Unit No.	Topic	Contents
1	Introduction to Communication	Meaning and Definition, Process, Functions, Objectives
		Importance, Essentials of good communication
		Communication barriers - Overcoming communication barriers
2	Types of Communication	Principles of Communication or 7 Cs
		Media of Communication
		Types of Communication
3	Business Letters	Need and functions of business letters
		Planning & layout of business letter
		Kinds of business letters, Essentials of effective correspondence
4	Drafting of Business Letters	Enquiries and replies, Placing and fulfilling orders, Complaints and follow-up
		Sales letters, Circular letters, Application for employment and resume
		Report writing, Notices, Agenda and Minutes of the Meetings, Memos
5	Oral Communication	Meaning, nature and scope, Principles of effective oral communication
		Techniques of effective speech - Media of oral communication (Face-to-face conversation, Teleconferences, Press Conference, Demonstration, Radio Recording, Dictaphone, Meetings, Rumor, Demonstration and Dramatisation, Public address system, Grapevine, Group Discussion, Oral report, Closed circuit TV).
		The art of listening, Principles of good listening.

REFERENCE BOOKS:

Sl. No.	Title of the Book	Author	Publisher
1	Business Communication (Principles, Methods and Techniques)	Nirmal Singh	Deep & Deep Publications Pvt. Ltd., New Delhi.(2006)
2	Business Communication	K. K. Sinha	Galgotia Publishing Company, New Delhi
3	Business Communication	Dr. S.V. Kadvekar, Dr. C. N. Rawal and Prof. Ravindra Kothavade	Diamond Publications, Pune
4	Business Correspondence and Report Writing	R. C. Sharma, Krishna Mohan	Tata McGraw-Hill Publishing Company Limited, New Delhi.
5	Essentials of Business Communication	Rajendra Pal and J. S. Korlhalli	Sultan Chand & Sons, New Delhi.
6	Creating a Successful CV	Siman Howard	Dorling Kindersley
7	Business Communication	Balasubrahmanyam, M.	Vani Educational Books (1985)
8	Media and Communication Management	C. S. Rayudu	Himalaya Publishing House, Bombay.

Paper Code: HBT36 Practical – IV: International Cuisine, Pastry and Confectionery, Garde Manger Practices and Principles		
Expt. No.	Topic	Contents
1	International Cuisine	Demonstration and Preparation of important dishes of South Asian Cuisine
		Middle Eastern Cuisine
		Malaysian cuisine and Thai cuisine
		Continental Cuisine
		Chinese Cuisine
		American and Fusion Cuisines
2	Pastry and Confectionery	Demonstration and Preparation of various types of pastry
		Preparation of sandwiches, pizza and various spreads and fillings.
		Preparation of Doughnuts, Fritters, Pancakes, and Waffles
		Preparation of specialty Cakes and Custards & puddings,
		Preparation of frozen and fruit desserts and their presentation.
3	Garde Manger Practices and Principles	Demonstration and preparation of various cold sauces
		Demonstration, preparation and presentation of salads and tossed salads.
		Presentation of Cured and smoked foods
		Buffet Presentation
		Fruit and Vegetable Carvings, Ice carving, Butter & Tallow Sculpture and Styrofoam.
		'Chaud-Froid' paintings, jelly Logos and Mash Potato Sculpture

Paper Code: HBC37 Industrial Training Report and Viva Voce				
Objectives	Application of theoretical and practical knowledge gained through the curriculum in an industrial environment.			
Procedure	During the final year, the student has to undergo Industrial Training for a period of three months in a hotel / resort of repute.			
	During the training period, the student has to get thoroughly exposed only to food production, baking, food preservation and quality control.			
	During the training period, the student has to maintain a Log Book periodically signed by the Training Manager.			
	At the end of the training period, the student has to prepare an Industrial Training Report and submit the same, together with the Log Book for university evaluation.			
Evaluation	Examiners, one external, appointed by the university and another one internal, appointed by the Distance Education Study Centre shall evaluate the Industrial Training Report and the Log Book and award marks.			
	Student has to appear before the examiners for viva voce. The viva voce will have questions from the curriculum as well as from the Industrial Training.			
	Distribution of Marks	Maximum		Minimum
		External	Internal	
	Industrial Training Report	40	40	35
	Log Book	5	5	
	Viva Voce	5	5	
Total	100		35	