S.No.	Торіс	Hours	Weight
01	INTRODUCTION TO COOKERY	02	age 5%
	 A. Levels of skills and experiences B. Attitudes and behaviour in the kitchen 		
	C. Personal hygiene D. Uniforms & protective clothing		
	E. Safety procedure in handling equipment		
02	CULINARY HISTORY	01	Intro
	A. Origin of modern cookery		only
03	HIERARCHY AREA OF DEPARTMENT AND KITCHEN	03	10%
	A. Classical Brigade		
	B. Modern staffing in various category hotels		
	C. Roles of executive chef		
	D. Duties and responsibilities of various chefs		
	E. Co-operation with other departments		
04	CULINARY TERMS	02	5%
	A. List of culinary (common and basic) terms		
	B. Explanation with examples		
05	AIMS & OBJECTS OF COOKING FOOD	02	10%
	A. Aims and objectives of cooking food		
	B. Various textures		
	C. Various consistencies		
	D. Techniques used in pre-preparation		
06	E. Techniques used in preparation BASIC PRINCIPLES OF FOOD PRODUCTION - I		
		02	150/
	i) VEGETABLE AND FRUIT COOKERY	03	15%
	A. Introduction – classification of vegetables		
	B. Pigments and colour changes		
	C. Effects of heat on vegetables D. Cuts of vegetables		
	E. Classification of fruits		
	F. Uses of fruit in cookery		
	G. Salads and salad dressings		
	ii) STOCKS		
	A. Definition of stock	03	5%
	B. Types of stock		• / •
	C. Preparation of stock		
	D. Recipes		
	E. Storage of stocks		
	F. Uses of stocks		
	G. Care and precautions		
	iii) SAUCES		
	A. Classification of sauces	02	10%
	B. Recipes for mother sauces		
	C. Storage & precautions		
07	METHODS OF COOKING FOOD	04	15%
	A. Roasting		
	B. Grilling		
	C. Frying		
	D. Baking		

BHM111 - FOUNDATION COURSE IN FOOD PRODUCTION – I (THEORY) HOURS ALLOTED: 30 MAXIMUM MARKS: 100

	E. Broiling		
	F. Poaching		
	G. Boiling		
	 Principles of each of the above 		
	Care and precautions to be taken		
	 Selection of food for each type of cooking 		
08	SOUPS	2	10%
	A. Classification with examples		
	 Basic recipes of Consommé with 10 Garnishes 		
09	EGG COOKERY	2	5%
	A. Introduction to egg cookery		
	B. Structure of an egg		
	C. Selection of egg		
	D. Uses of egg in cookery		
10	COMMODITIES:	4	10%
	i) Shortenings (Fats & Oils)		
	A. Role of Shortenings		
	B. Varieties of Shortenings		
	C. Advantages and Disadvantages of using various Shortenings		
	D. Fats & Oil – Types, varieties		
	ii) Raising Agents		
	A. Classification of Raising Agents		
	B. Role of Raising Agents		
	C. Actions and Reactions		
	iii) Thickening Agents		
	A. Classification of thickening agents		
	B. Role of Thickening agents		
	iv) Sugar		
	A. Importance of Sugar		
	B. Types of Sugar		
	C. Cooking of Sugar – various		
TOTA	L	30	100%

FOUNDATION COURSE IN FOOD PRODUCTION – I (PRACTICALS) PART 'A' - COOKERY HOURS ALL OTED: 60 MAXIMUM MARKS: 50

	HOURS ALLOTED: 60 MAXIMUM MARKS:	50	
S.No	Торіс	Method	Hours
1	 i) Equipments - Identification, Description, Uses & handling ii) Hygiene - Kitchen etiquettes, Practices & knife handling iii) Safety and security in kitchen 	Demonstrations & simple applications	04
2	 i) Vegetables - classification ii) Cuts - julienne, jardinière, macedoines, brunoise, payssane, mignonnete, dices, cubes, shred, mirepoix iii) Preparation of salad dressings 	Demonstrations & simple applications by students	04
3	Identification and Selection of Ingredients - Qualitative and quantitative measures.	Market survey/tour	04
4	 i) Basic Cooking methods and pre-preparations ii) Blanching of Tomatoes and Capsicum iii) Preparation of concasse iv) Boiling (potatoes, Beans, Cauliflower, etc) v) Frying - (deep frying, shallow frying, sautéing) Aubergines, Potatoes, etc. vi) Braising - Onions, Leeks, Cabbage vii) Starch cooking (Rice, Pasta, Potatoes) 	Demonstrations & simple applications by students	04
5	 i) Stocks - Types of stocks (White and Brown stock) ii) Fish stock iii) Emergency stock iv) Fungi stock 	Demonstrations & simple applications by students	04
6	Sauces - Basic mother sauces Béchamel Espagnole Veloute Hollandaise Mayonnaise Tomato	Demonstrations & simple applications	04
7	Egg cookery - Preparation of variety of egg dishes • Boiled (Soft & Hard) • Fried (Sunny side up, Single fried, Bull's Eye, Double fried) • Poaches • Scrambled • Omelette (Plain, Stuffed, Spanish) • En cocotte (eggs Benedict)	Demonstrations & simple applications by students	04
8	Demonstration & Preparation of simple menu	Demonstrations & simple applications by students	04
9	Simple Salads & Soups: Cole slaw, Potato salad, Beet root salad, Green salad, Fruit salad, Consommé Simple Egg preparations: Scotch egg, Assorted omelletes, Oeuf Florentine Oeuf Benedict Oeuf Benedict Oeuf Farci Oeuf Portugese Oeuf Deur Mayonnaise	Demonstration by instructor and applications by students	28

		1
	Simple potato preparations	
	Baked potatoes	
	Mashed potatoes	
	French fries	
	Roasted potatoes	
	Boiled potatoes	
	Lyonnaise potatoes	
	Allumettes	
	• Allumettes	
	Vegetable preparations	
	Boiled vegetables	
	Glazed vegetables	
	Fried vegetables	
	Stewed vegetables.	
TOTAL		60

S.No	Topic	Method	Hours
1	Equipments	Demonstration by	
	Identification	instructor and	
	Uses and handling	applications by	04
	Ingredients - Qualitative and quantitative measures	students	
2	BREAD MAKING		
	- Demonstration & Dranaration of Simple and anriched broad	Description	
	 Demonstration & Preparation of Simple and enriched bread recipes 	Demonstration by	
	 Bread Loaf (White and Brown) 	instructor and applications by	10
	 Bread Rolls (Various shapes) 	students	
	French Bread	Siddeniis	
	Brioche		
3	SIMPLE CAKES		
-			
	Demonstration & Preparation of Simple and enriched Cakes,		
	recipes		10
	Sponge, Genoise, Fatless, Swiss roll		10
	Fruit Cake		
	Rich Cakes		
	Dundee Madeire		
4	Madeira SIMPLE COOKIES		
	 Demonstration and Preparation of simple cookies like Nan Khatai Golden Goodies Melting moments Swiss tart Tri colour biscuits Chocolate chip Cookies Chocolate Cream Fingers Bachelor Buttons. 	Demonstration by instructor and applications by students	16
5	HOT / COLD DESSERTS		
	Caramel Custard,		
	Bread and Butter Pudding	Demonstration by	
	Queen of Pudding	instructor and	
	Soufflé – Lemon / Pineapple	applications by	20
	Mousse (Chocolate Coffee)	students	
	Bavaroise		
	Diplomat Pudding		
	Apricot Pudding		
	Steamed Pudding - Albert Pudding, Cabinet Pudding.		
TOTAL			60

PART 'B' - BAKERY & PATISSERIE HOURS ALLOTED: 60 MAXIMUM MARKS: 50

MAXIMUM MARKS 100 DURATION 04.30 HRS Indenting and Scullery 30 minutes before and after the p	PASS MARKS	50
All menu items to be ma	ade from the prescribed syllabus of	only
Part – A (Cookery)		
1. One simple salad OR soup	10	
2. One simple sauce	10	
3. One simple egg preparation	10	
4. One simple vegetable or potato preparation	05	
5. Journal	05	
	40	
Part – B (Bakery)		
1. Bread or bread rolls	15	
2. Simple cake or cookies	10	
3. One dessert hot or cold	10	
4. Journal	05	
	40	
Part – C (General Assessment)		
1. Uniform & Grooming	05	
Indenting and plan of work	05	
3. Scullery, equipment cleaning and Hygiene	05	
4. Viva	05	
	20	
PARAMETERS OF ASSESMENT OF EACH DISH	20	
A) Temperature	20%	
B) Texture / Consistency	20%	
C) Aroma / Flavour	20%	
D) Taste	20%	
E) Presentation	<u>20%</u>	
NOTE:	<u>100%</u>	

- 1. Journal is not allowed during indenting or practical. It must be handed over to the examiner before commencement of examination.
- 2. Invigilation will be done by both internal and external persons.
- 3. Extra ingredients may be made available in case of failure but of limited types and quantity (groceries and dairy products only). Only one extra attempt may be permitted.
- 4. Uniform and grooming must be checked by the examiners before commencement of examination.
- 5. Students are not allowed to take help from books, notes, journal or any other person.

BHM112 - FOUNDATION COURSE IN F	FOOD & BEVERAGE SERVICE – I (THEORY)

	HOURS ALLOTED: 30 MAXIMUM MARKS: 100		
S.No.	Торіс	Hours	Weight age
01	THE HOTEL & CATERING INDUSTRY	06	20%
	A. Introduction to the Hotel Industry and Growth of the hotel		
	Industry in India		
	B. Role of Catering establishment in the travel/tourism industry		
	C. Types of F&B operations D. Classification of Commercial, Residential/Non-residential		
	E. Welfare Catering - Industrial/Institutional/Transport such as air, road, rail, sea,		
	etc.		
	F. Structure of the catering industry - a brief description of each		
02	DEPARTMENTAL ORGANISATION & STAFFING	04	15%
	A. Organisation of F&B department of hotel		
	 B. Principal staff of various types of F&B operations C. French terms related to F&B staff 		
	D. Duties & responsibilities of F&B staff		
	E. Attributes of a waiter		
	F. Inter-departmental relationships		
	(Within F&B and other department)		
03	I FOOD SERVICE AREAS (F & B OUTLETS)	06	20%
	A. Specialty Restaurants		
	B. Coffee Shop		
	C. Cafeteria		
	D. Fast Food (Quick Service Restaurants)		
	E. Grill Room		
	F. Banquets		
	G. Bar		
	H. Vending Machines		
	I. Discotheque		
	II ANCILLIARY DEPARTMENTS	04	10%
	A. Pantry		
	B. Food pick-up area		
	C. Store		
	D. Linen room		
	E. Kitchen stewarding		
04	F & B SERVICE EQUIPMENT	04	15%
	Familiarization & Selection factors of:		
	- Cutlery		
	- Crockery		
	- Glassware		
	- Flatware		
	- Hollowware		
	- All other equipment used in F&B Service		
	French terms related to the above	01	
05	NON-ALCOHOLIC BEVERAGES	01	20%
	Classification (Nourishing, Stimulating and Refreshing beverages)	UT	20%
	A. Tea	01	
	- Origin & Manufacture		
	- Types & Brands		
		01	

B. Coffee - Origin & Manufacture - Types & Brands	01	
C. Juices and Soft Drinks	01	
D. Cocoa & Malted Beverages - Origin & Manufacture	01	
TOTAL	30	100%

FOUNDATION COURSE IN FOOD 8	BEVERAGE SERVICE – I (PRACTICAL)
HOURS ALLOTED: 60	MAXIMUM MARKS: 100

S.No	Торіс	Hours
01	Food Service areas – Induction & Profile of the areas	04
02	Ancillary F&B Service areas – Induction & Profile of the areas	04
03	Familiarization of F&B Service equipment	08
04	Care & Maintenance of F&B Service equipment	04
05	Cleaning / polishing of EPNS items by:	04
	- Plate Powder method	
	- Polivit method	
	- Silver Dip method	
	- Burnishing Machine	
06	Basic Technical Skills	16
	Task-01: Holding Service Spoon & Fork	
	Task-02: Carrying a Tray / Salver	
	Task-03: Laying a Table Cloth	
	Task-04: Changing a Table Cloth during service	
	Task-05: Placing meal plates & Clearing soiled plates	
	Task-06: Stocking Sideboard	
	Task-07: Service of Water	
	Task-08: Using Service Plate & Crumbing Down	
	Task-09: Napkin Folds	
	Task-10: Changing dirty ashtray	
07	Task-11: Cleaning & polishing glassware Tea – Preparation & Service	04
07	Coffee - Preparation & Service	04
08	Juices & Soft Drinks - Preparation & Service	04
09	Mocktails	00
10	Juices, Soft drinks, Mineral water, Tonic water	04
10	Cocoa & Malted Beverages – Preparation & Service	04
TOTAL		60

MAXIMUM MARKS	100	PASS MARKS	50
DURATION		03.00HRS	

All Technical	Skills to b	e tested	as listed	in the s	yllabus
					·

			MARKS
1.	Uniform / Grooming	:	10
2.	Service Equipment Knowledge / Identification	:	20
3.	Care Cleaning & Polishing of service equipment	:	20
4.	Service skills / tasks	:	20
5.	Beverage service Tea / Coffee / Soft drinks	:	20
6.	Journal	:	10
			100

NOTE:

- 1. The examination should test skills and knowledge of the students by assigning sets of tasks as listed in the practical syllabus under each category.
- 2. During table service each guest should pose one question to the candidate on the item being served. The invigilators can brief guests prior to service.

S.No.	HOURS ALLOTED: 30 MAXIMUM MARKS: 100 Topic	Hours	Weight
5.NO.	Горіс	nours	age
01	INTRODUCTION TO TOURISM, HOSPITALITY & HOTEL INDUSTRY	03	10%
	A. Tourism and its importance		
	B. Hospitality and its origin		
	C. Hotels, their evolution and growth		
	D. Brief introduction to hotel core areas with special reference to Front Office		4.50/
02	CLASSIFICATION OF HOTELS	05	15%
	A. Size		
	B. Star		
	C. Location & clientele		
	D. Ownership basis		
	E. Independent hotels		
	F. Management contracted hotel		
	G. Chains		
	H. Franchise/Affiliated		
	I. Supplementary accommodation		
	J. Time shares and condominium		=0/
03	TYPES OF ROOMS	02	5%
	A Cingle		
	A. Single B. Double		
	C. Twin		
	D. Suits		
04	TIME SHARE & VACATION OWNERSHIP	03	10%
	A. What is time share? Referral chains & condominiums		
	B. How is it different from hotel business?		
	C. Classification of timeshares		
	D. Types of accommodation and their size		
05	FRONT OFFICE ORGANIZATION	05	20%
	A. Function areas		
	B. Front office hierarchy		
	C. Duties and responsibilities		
	D. Personality traits		
06	HOTEL ENTRANCÉ, LOBBY AND FRONT OFFICE	03	10%
	A. Layout		
07	B. Front office equipment (non automated, semi automated and automated)		000/
07	BELL DESK	04	20%
	A. Functions		
	B. Procedures and records		
08	FRENCH: To be taught by a professional French language teacher.	05	10%
	A. Understanding and uses of accents, orthographic signs & punctuation		
	B. Knowledge of cardinaux & ordinaux (Ordinal & cardinal)		
	C. Days, Dates, Time, Months and Seasons	30	100
	TOTAL	30	100

BHM113 - FOUNDATION COURSE IN FRONT OFFICE OPERATIONS – I (THEORY) HOURS ALLOTED: 30 MAXIMUM MARKS: 100

FOUNDATION COURSE IN FRONT OFFICE OPERATIONS – I (PRACTICALS) HOURS ALLOTED: 30 MAXIMUM MARKS: 100

S.No.	Торіс	Hours
1	Appraisal of front office equipment and furniture	2
2	Rack, Front desk counter & bell desk	2
3	Filling up of various proforma	4
4	Welcoming of guest	2
5	Telephone handling	4
6	Role play:	
	Reservation	4
	Arrivals	4
	Luggage handling	2
	Message and mail handling	4
	Paging	2
TOTAL		30

MARKING SCHEME FOR PRACTICAL EXAMINATION

Maxim Durat		100	PASS MARKS 03.00 HRS		50
				MARKS	
1. 2. 3. 4.	UNIFORM & GROO COURTESY & MAN SPEECH AND COM TECHNICAL KNOW	NERS IMUNICATION		10 10 10 20	
5. 6.	PRACTICAL SITUA JOURNAL	TION HANDLING	:	40 10 100	

NOTE:

- 1. Speech, Communication, Courtesy and Manners should be observed throughout.
- 2. 200 technical questions to be prepared in advance, covering the entire syllabus.
- 3. Practical situations at least 25 situations be made representing all aspects of the syllabus.

S.No.	Торіс	Hours	Weight age
01	THE ROLE OF HOUSEKEEPING IN HOSPITALITY OPERATION	02	5%
	Role of Housekeeping in Guest Satisfaction and Repeat Business		
02	ORGANISATION CHART OF THE HOUSEKEEPING DEPARTMENT	08	25%
	A. Hierarchy in small, medium, large and chain hotels		
	B. Identifying Housekeeping Responsibilities		
	C. Personality Traits of housekeeping Management Personnel.		
	D. Duties and Responsibilities of Housekeeping staff		
	E. Layout of the Housekeeping Department		
03	CLEANING ORGANISATION	04	15%
	A. Principles of cleaning, hygiene and safety factors in cleaning		
	 B. Methods of organising cleaning 		
	C. Frequency of cleaning daily, periodic, special		
	D. Design features that simplify cleaning		
	E. Use and care of Equipment		
04	CLEANING AGENTS	05	20%
	A. General Criteria for selection		
	B. Classification		
	C. Polishes		
	D. Floor seats		
	E. Use, care and Storage		
	F. Distribution and Controls		
	G. Use of Eco-friendly products in Housekeeping		
05	COMPOSTION, CARE AND CLEANING OF DIFFERENT SURFACES	05	15%
	A. Metals		
	B. Glass		
	C. Leather, Leatherites, Rexines		
	D. Plastic		
	E. Ceramics		
	F. Wood		
	G. Wall finishes		
	H. Floor finishes		
06	INTER DEPARTMENTAL RELATIONSHIP	02	10%
	A. With Front Office		
	B. With Maintenance		
	C. With Security		
	D. With Stores		
	E. With Accounts		
	F. With Personnel		
	G. Use of Computers in House Keeping department		
07	USE OF COMPUTERS IN HOUSE KEEPING DEPARTMENT	04	10
TOTAL		30	100%

BHM114 - FOUNDATION COURSE IN ACCOMMODATION OPERATIONS – I (THEORY) HOURS ALLOTED: 30 MAXIMUM MARKS: 100

S.No.	HOURS ALLOTED: 30 MAXIMUM MARKS: 100 Topic	Hours
01	Sample Layout of Guest Rooms	02
01	Single room	02
	Double room	
	Twin room	
	Suite	
02	Guest Room Supplies and Position	04
	Standard room	
	Suite	
	VIP room special amenities	
03	Cleaning Equipment-(manual and mechanical)	04
	Familiarization	
	Different parts	
	Function	
	Care and maintenance	
04	Cleaning Agent	02
	 Familiarization according to classification 	
	Function	
05	Public Area Cleaning (Cleaning Different Surface)	14
	A. WOOD	
	• polished	
	• painted	
	Laminated	
	B. SILVER/ EPNS	
	 Plate powder method Polivit method 	
	Proprietary solution (Silvo)	
	C. BRASS	
	Traditional/ domestic 1 Method	
	Proprietary solution 1 (brasso)	
	D. GLASS	
	Glass cleanser	
	Economical method(newspaper)	
	E. FLOOR - Cleaning and polishing of different types	
	Wooden	
	Marble	
	Terrazzo/ mosaic etc.	
	F. WALL - care and maintenance of different types and parts	
	Skirting	
	Dado	
	Different types of paints(distemper Emulsion, oil paint etc)	
06	Maid's trolley	02
	Contents	
~-	Trolley setup	
07	Familiarizing with different types of Rooms, facilities and surfaces	02
	Twin/ double	
	• Suite	
<u>=0=:</u>	Conference etc	
TOTAL		30

FOUNDATION COURSE IN ACCOMMODATION OPERATIONS – I (PRACTICAL) HOURS ALLOTED: 30 MAXIMUM MARKS: 100

MAXIMUM MARKS	100	PASS MARKS	50
DURATION		03.00HRS	

MARKS

1.	UNIFORM & GROOMING	10
2.	GUEST ROOM SUPPLIES & POSITION	10
3.	SURFACE CLEANING (TWO DIFFERENT SURFACES)	30
4.	MAIDS TROLLY	10
5.	CARE & CLEANING OF EQUIPMENT	10
6.	VIVA	20
7.	JOURNAL	10
		100

NOTE:

- 1. Time limit of the examination should be strictly adhered to.
- 2. Tasks should be limited to the syllabus

Image age 01 COMPUTER FUNDAMENTALS - THEORY 05 05 INFORMATION CONCEPTS AND PROCESSING 05% A. Definitions B. Need, Quality and Value of Information 05 C. Data Processing Concepts 10% ELEMENTS OF A COMPUTER SYSTEM 10% A. Definitions B. Characteristics of Computers 10% C. Classification of Computers 1 10% D. Limitations 10% 10% HARDWARE FEATURES AND USES 10% A. Components of a Computer 10% B. Generations of Computers 10% D. Limitations 10% A. Components of a Computer 10% B. Generations of Computers 10% D. Data Entry Devices 10% D. Data Entry Devices 10% SOFTWARE CONCEPTS 10% A. System Software 10% D. D. Compilers and Interpreters 05 02 OPERATING SYSTEMS/ENVIRONMENTS - THEORY 05 03 A. Internal commands 20% N. Internal commands 15% NTRODUCTION TO WINDOWS 15% A. Gul/Features B. What are Windows and Windows 95 and above? 15%		HOURS ALLOTED: 15 MAXIMUM MARKS: 50		
01 COMPUTER FUNDAMENTALS - THEORY 05 INFORMATION CONCEPTS AND PROCESSING 05% A. Definitions B. Need, Quality and Value of Information C. Data Processing Concepts 10% ELEMENTS OF A COMPUTER SYSTEM 10% A. Definitions 10% B. Characteristics of Computers 10% C. Classification of Computers 10% D. Limitations 10% HARDWARE FEATURES AND USES 10% A. Components of a Computer 10% B. Generations of Computers 10% D. Limitations 10% A. Components of a Computer 10% B. Generations of Computers 10% D. Data Entry Devices 10% SOFTWARE CONCEPTS 10% A. System Software 20% D. D. Compilers and Interpreters 05 02 OPERATING SYSTEMS/ENVIRONMENTS - THEORY 05 03 NEtwork Nopology 15% B. External commands 15% O. Star 20% A. Network Topology 05 B. Network Applications 05 03 NETWORKS - THEORY 05 03 NETWORKS - THEORY 05 04 Nappleation Stare 15%	S.No.	Торіс	Hours	Weight age
A. Definitions B. Need, Quality and Value of Information 10% B. Need, Quality and Value of Information 10% C. Data Processing Concepts 10% ELEMENTS OF A COMPUTER SYSTEM 10% A. Definitions 10% B. Characteristics of Computers 10% C. Classification of Computers 10% A. Components of a Computer 10% B. Generations of Computers 10% C. Primary and Secondary Storage Concepts 10% D. Data Entry Devices 10% SOFTWARE CONCEPTS 10% A. System Software 10% B. Application Software 10% D. D. Compliers and Interpreters 10% D. D. Compliers and Interpreters 20% A. Internal commands 11% B. External commands 15% M. Huternal commands 15% O. Windows and Windows 95 and above? 05 C. Parts of a Typical Windows 95 and above? 05 C. Parts of a Typical Windows 95 and above? 05 C. Parts of a Typical Windows 95 and above? 05 C. Parts of a Typical Windows 95 and above? 05 C. Parts of a Typical Windows 95 and above? 05 C. Parts of a Typical Windows 95 05 B. Network Applica	01	COMPUTER FUNDAMENTALS - THEORY	05	U
B. Need, Quality and Value of Information 10% C. Data Processing Concepts 10% A. Definitions 10% B. Characteristics of Computers 10% C. Classification of Computers 10% A. Components of a Computers 10% D. Data Entry Devices 10% SOFTWARE CONCEPTS 10% A. System Software 10% A. System Software 20% A. Internal commands 20% A. Internal commands 15% B. External commands 15% A. OUPCONTO WINDOWS 15% A. Network Topology 05 OS 35% A. Network Applications 15% C. Types of Network 15% A. Network Applications 15% C. Types of Network 15% A. Network Applications 15% C. Types of Network<		INFORMATION CONCEPTS AND PROCESSING		05%
C. Data Processing Concepts 10% A. Definitions 10% A. Definitions 10% C. Classification of Computers 10% D. Limitations 10% HARDWARE FEATURES AND USES 10% A. Components of a Computer 10% B. Generations of Computers 10% C. Primary and Secondary Storage Concepts 10% Data Entry Devices 10% SOFTWARE CONCEPTS 10% A. System Software 10% B. Application Software 10% D. Compliers and Interpreters 05 D. D. Compliers and Interpreters 05 BASICS OF MS-DOS 20% A. Internal commands 15% B. External commands 15% INTRODUCTION TO WINDOWS 15% A. Network Topology 05 35% A. Network Applications 05 C. Types of Network 15% A. Network Applications 05 Star Ring B. Network Applications 05 C. Types of Network 15% C. Types of Network		A. Definitions		
ELEMENTS OF A COMPUTER SYSTEM 10% A. Definitions 10% B. Characteristics of Computers 10% D. Limitations 10% HARDWARE FEATURES AND USES 10% A. Components of a Computer 10% B. Generations of Computers 10% C. Primary and Secondary Storage Concepts 10% D. Data Entry Devices 10% SOFTWARE CONCEPTS 10% A. System Software 10% B. Application Software 20% D. D. Compilers and Interpreters 05 02 OPERATING SYSTEMS/ENVIRONMENTS - THEORY 05 03 A. Internal commands 15% B. External commands 15% 15% O3 NETWORKS - THEORY 05 35% 03 NETWORKS - THEORY 05 35% 03 NEtwork Topology 8 8 • Star • Ring 05 35% 04 Network Applications 15% 15% 05 Star • Ring 35% 15% 05 Star • Ring				
A. Definitions B. Characteristics of Computers 10% C. Classification of Computers 10% HARDWARE FEATURES AND USES 10% A. Components of a Computer 10% B. Generations of Computers 10% D. Data Entry Devices 10% E. Data Output Devices 10% SOFTWARE CONCEPTS 10% A. System Software 10% C. Language Classification 10% D. D. Compilers and Interpreters 05 OPERATING SYSTEMS/ENVIRONMENTS - THEORY 05 BASICS OF MS-DOS 20% A. Internal commands 15% INTRODUCTION TO WINDOWS 15% A. Gulf-Fatures 05 B. Mhat are Windows and Windows 95 and above? 05 C. Parts of a Typical Window and their Functions 05 O3 NETWORKS - THEORY 05 B. Network Applications 15% C. Types of Network 15% B. Network Applications 15% C. Types of Network 15% D. Network Configuration Hardware 5erver • Nodes 15%		C. Data Processing Concepts		
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BHM105 - APPLICATION OF COMPUTERS – THEORY HOURS ALL OTED: 15 MAXIMUM MARKS: 50

	 Fibre optic Twisted Co-axial 		
F.	Hubs		
G.	Network Interface Card Arcnet Ethernet 		
H.	Network Software Novel Windows NT 		
TOTAL		15	100%

APPLICATION OF COMPUTERS – PRACTICAL HOURS ALLOTED: 60 MAXIMUM MARKS: 100

S.No.	Торіс	Hours	Weight
			age
01	WINDOWS OPERATIONS	05	15%
	A. Creating Folders		
	B. Creating Shortcuts		
	C. Copying Files/Folders		
	D. Renaming Files/Folders		
	E. Deleting Files		
	F. Exploring Windows		
	G. Quick Menus		
02	MS-OFFICE 2007	15	25%
	MS WORD		
	CREATING A DOCUMENT		
	A. Entering Text		
	B. Saving the Document		
	C. Editing a Document already saved to Disk		
	D. Getting around the Document		
	E. Find and Replace Operations		
	F. Printing the Document		
	FORMATTING A DOCUMENT		
	A. Justifying Paragraphs		
	B. Changing Paragraph IndentsC. Setting Tabs and Margins		
	D. Formatting Pages and Documents E. Using Bullets and Numbering		
	F. Headers/Footers		
	G. Pagination		
	SPECIAL EFFECTS		
	A. Print Special Effects e.g. Bold, Underline, Superscripts, Subscript		
	B. Changing Fonts		
	CChanging Case		
	CUT, COPY AND PASTE OPERATION		
	A. Marking Blocks		
	B. Copying and Pasting a Block		
	C. Cutting and Pasting a Block		
	D. Deleting a Block		
	E. Formatting a Block		
	F. Using Find and Replace in a Block		
	USING MS-WORD TOOLS		
	A. Spelling and Grammar		
	B. Mail Merge		
	CPrinting Envelops and Labels		
	TABLES		
	A. Create		
	B. Delete		
	C. Format		
	GRAPHICS		
	A. Inserting Clip arts		
	B. Symbols (Border/Shading) C. Word Art		
	C. WORD ARL		
	PRINT OPTIONS		

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	A. Previewing the Document		
	B. Printing a whole Document		
	C. Printing a Specific Page		
	D. Printing a selected set		
	E. Printing Several Documents		
	F. Printing More than one Copies		0.50/
03	MS OFFICE 2007	15	25%
	MS-EXCEL		
	A. How to use Excel		
	B. Starting Excel		
	C. Parts of the Excel Screen		
	D. Parts of the Worksheet		
	E. Navigating in a Worksheet		
	F. Getting to know mouse pointer shapes		
	CREATING A SPREADSHEET		
	A. Starting a new worksheet		
	B. Entering the three different types of data in a worksheet		
	C. Creating simple formulas		
	D. Formatting data for decimal points		
	E. Editing data in a worksheet		
	F. Using AutoFill		
	G. Blocking data		
	H. Saving a worksheet		
	I. Exiting excel		
	MAKING THE WORKSHEET LOOK PRETTY		
	A. Selecting cells to format B. Trimming tables with Auto Format		
	C. Formatting cells for:		
	- Currency - Comma		
	- Percent		
	- Decimal		
	- Date		
	D. Changing columns width and row height E. Aligning text		
	5 5		
	- Top to bottom		
	- Text wrap - Re ordering Orientation		
	F Using Borders		
	GOING THROUGH CHANGES		
	A. Opening workbook files for editing		
	B. Undoing the mistakes		
	C. Moving and copying with drag and drop		
	D. Copying formulas		
	E. Moving and Copying with Cut, Copy and Paste		
	F. Deleting cell entries		
	G. Deleting columns and rows from worksheet		
	H. Inserting columns and rows in a worksheet		
	I. Spell checking the worksheet		
	PRINTING THE WORKSHEET		
	A. Previewing pages before printing		
	B. Printing from the Standard toolbar		
	C. Printing a part of a worksheet		
	D. Changing the orientation of the printing		
	E. Printing the whole worksheet in a single pages		
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MAXIMUM MAR	KS 100	PASS	S MARKS	50
			MARKS	
1. 2. 3.	VIVA Typing & Printing (20 lines) 6 tasks of 10 marks each	:	20 20 60	
			100	

(Refer syllabus for tasks)

S.No.	HOURS ALLOTED: 60 MAXIMUM MARKS: 100	Hours	Weight
3.NO.	Торіс	Hours	age
01	MAINTENANCE:	03	5%
	 A. Preventive and breakdown maintenance, comparisons B. Roll & Importance of maintenance department in the hotel industry with emphasis on its relation with other departments of the hotel. 		
	C. Organization chart of maintenance department, duties and responsibilities of maintenance department		
02.	Fuels used in catering industry:	04	5%
	 Types of fuel used in catering industry; calorific value; comparative study of different fuels 		
	B. Calculation of amount of fuel required and cost.		= ~ (
03	Gas:	04	5%
	 A. Heat terms and units; method of transfer B. LPG and its properties; principles of Bunsen and burner, precautions to be taken while handling gas; low and high-pressure burners, corresponding heat output. C. Gas bank, location, different types of manifolds 		
04	Electricity:	06	10%
	A. Fundamentals of electricity, insulators, conductors, current, potential difference resistance, power, energy concepts; definitions, their units and relationships, AC and DC; single phase and three phase and its importance on equipment specifications		
	 B. Electric circuits, open circuits and close circuits, symbols of circuit elements, series and parallel connections, short circuit, fuses; MCB, earthing, reason for placing switches on live wire side. C. Electric wires and types of wiring 		
	 Calculation of electric energy consumption of equipment, safety precaution to be observed while using electric appliances. 		
	 E. Types of lighting, different lighting devices, incandescent lamps, fluorescent lamps, other gas discharged lamps, illumination, and units of illumination. F. External lighting 		
05.	G. Safety in handling electrical equipment. Water systems:	04	5%
05.	Wale systems.	04	570
	 A. Water distribution system in a hotel B. Cold water systems in India C. Hardness of water, water softening, base exchange method (Demonstration) 		
	 D. Cold water cistern swimming pools E. Hot water supply system in hotels 		
	F. Flushing system, water taps, traps and closets.		
06	Refrigeration & Air-conditioning:	10	15%
	 Basic principles, latent heat, boiling point and its dependence on pressure, vapour compressor system of refrigeration and refrigerants 		
	 B. Vapour absorption system, care and maintenance of refrigerators, defrosting, types of refrigerant units, their care and maintenance. (Demonstration) C. Conditions for comfort, relative humidity, humidification, de-humidifying, due 		
	point control, unit of air conditioning D. Window type air conditioner, central air conditioning, preventive maintenance		
07	E. Vertical transportation, elevators, escalators. Fire prevention and fire fighting system:	04	10%
01		υŦ	1070
	A. Classes of fire, methods of extinguishing fires (Demonstration)		

BHM106 - HOTEL ENGINEERING HOURS ALLOTED: 60 MAXIMUM MARKS: 100

		1	1
	B. Fire extinguishers, portable and stationery		
	C. Fire detectors and alarm		
	D. Automatic fire detectors cum extinguishing devices		
	E. Structural protection		
08	F. Legal requirements Waste disposal and pollution control:	05	10%
00	waste disposal and pollution control.	05	10%
	A. Solid and liquid waste, sullage and sewage, disposal of solid waste		
	B. Sewage treatment		
	C. Pollution related to hotel industry		
	D. Water pollution, sewage pollution		
	E. Air pollution, noise pollution, thermal pollution		
	F. Legal Requirements		
09	Safety:	01	5%
	A. Accident prevention		
	B. Slips and falls		
	C. Other safety topics		
10.	Security	01	10%
11.	Equipment replacement policy:	05	5%
	A. Circumstances under which equipment are replaced.		
	B. Replacement policy of items which gradually deteriorates		
	C. Replacement when the average annual cost is minimum		
	D. Replacement when the present cost is minimum		
	E. Economic replacement cycle for suddenly failing equipment		
12.	Audio visual equipments:	08	10%
	A. Various audio visual equipment used in hotel		
	B. Care and cleaning of overhead projector, slide projector, LCD and power point		
	presentation units		
	C. Maintenance of computers:		
	D. Care and cleaning of PC, CPU, Modem, UPS, Printer, Laptops		
	E. Sensors – Various sensors used in different locations of a hotel – type, uses and cost effectiveness		
13.	Contract maintenance:	03	5%
13.	A. Necessity of contract maintenance, advantages and disadvantages of contract	03	J 70
	A. Necessity of contract maintenance, advantages and disadvantages of contract maintenance		
	B. Essential requirements of a contract, types of contract, their comparative		
	advantages and disadvantages.		
	C. Procedure for inviting and processing tenders, negotiating and finalizing		
TOTAL		60	100%
		00	10070

BHM116 - NUTRITION HOURS ALLOTED: 30 MAXIMUM MARKS: 100

S.No.	Торіс	Hours	Weight age
01	BASIC ASPECTS	01	5%
	A. Definition of the terms Health, Nutrition and Nutrients		
	B. Importance of Food – (Physiological, Psychological and Social function of food)		
	in maintaining good health.		
02	C. Classification of nutrients ENERGY	03	10%
02		00	1070
	A. Definition of Energy and Units of its measurement (Kcal)		
	 B. Energy contribution from macronutrients (Carbohydrates, Proteins and Fat) C. Factors affecting energy requirements 		
	D. Concept of BMR, SDA, Thermodynamic action of food		
	E. Dietary sources of energy		
	F. Concept of energy balance and the health hazards associated with Underweight,		
03	Overweight MACRO NUTRIENTS		
00			
	Carbohydrates	04	10%
	Definition		
	 Definition Classification (mono, di and polysaccharides) 		
	 Dieteary Sources 		
	Functions		
	Significance of dietary fibre (Prevention/treatment of diseases)		
	Lipids	04	10%
	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	04	10%
	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)		
04	MACRO NUTRIENTS	05	15%
	 A. 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 B. MINERALS		
	Definition and Classification (major and minor)	03	10%
	Food Sources, functions and significance of :		
	Calcium, Iron, Sodium, Iodine & Flourine		

05	WATER	01	5%
	Definition		
	Dietary Sources (visible, invisible)		
	Functions of water		
	Role of water in maintaining health (water balance)		
06	BALANCED DIET	01	5%
	Definition		
	Importance of balanced diet		
	 RDA for various nutrients – age, gender, physiological state 		
07	MENU PLANNING	02	10%
	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.		
08	A. MASS FOOD PRODUCTION	01	5%
	 Effect of cooking on nutritive value of food (QFP) 		
09	NEWER TRENDS IN FOOD SERVICE INDUSTRY IN RELEVANCE TO NUTRITION AND	01	5%
	HEALTH		
	 Need for introducing nutritionally balanced and health specific meals 		
	Critical evaluation of fast foods		
	New products being launched in the market (nutritional evaluation)		
TOTAL		30	100%