



ROYAL GLOBAL UNIVERSITY
— GUWAHATI —

ROYAL SCHOOL OF
HOTEL MANAGEMENT
(RSHM)

SYLLABUS
&
COURSE STRUCTURE

BA/B.Sc. in Hotel Management (Till 2022 Batch)

3rd semester									4th semester									
Sl. No	Subject Code	Names of subjects	L	T	P	C	TC	P	Sl. No	Subject Code	Names of subjects	L	T	P	C	T	C	P
Core Subjects									Core Subjects									
1	HMT192C301	Food Production Theory- III	2	1	0	3	3		1	HMT192 C401	Food & Beverage Service Theory- IV	2	1	0	3	3		
2	HMT192C302	Food & Beverage Service Theory- III	2	1	0	3	3		2	HMT192 C402	Food Production Theory- IV	2	1	0	3	3		
3	HMT192C303	Strategic Management	2	1	0	2	2		3	HMT192 C403	Food Safety & Quality	2	1	0	2	2		
4	HMT192C314	Food Production Laboratory - III	0	0	3	3	6		4	HMT192 C404	Food & Beverage Management & Control	2	1	0	2	2		
5	HMT192C315	Food & Beverage Service Laboratory - III	0	0	2	2	4		5	HMT192 C414	Food Production Laboratory - IV	0	0	3	3	6		
6	HMT192C316	Front Office & Accommodation Operation Lab -III	0	0	2	2	4		6	HMT192 C415	Food & Beverage Service Laboratory - IV	0	0	2	2	4		
									7	HMT192 C416	Front Office & Accommodation Operation Lab -IV	0	0	2	2	4		
Ability Enhancement Compulsory Course (AECC)									Ability Enhancement Compulsory Course (AECC)									
7	CEN982A301	Communicative English - III	1	0	0	1	1		8	CEN982A 401	Communicative English - IV	1	0	0	1	1		
8	EVS992A301	Environmental Science	2	0	0	2	2		---									
Ability Enhancement Elective Course (AEEC) (Skill Based):									Ability Enhancement Elective Course (AEEC) (Skill Based):									
9	FLG992S302	French I	2	0	0	2	2		9	FLG992S 402	French II	2	0	0	2	2		
Elective: Generic GE									Elective: Generic GE									
10	HMT192G301	Front Office & Accommodation Operation - III	2	1	0	3	3		10	HMT192 G401	Front Office & Accommodation Operation - IV	2	1	0	3	3		
11		GE - 6	3	0	0	3	3		11		GE - 8	3	0	0	3	3		
Total Credits							26		Total Credits							26		

5th semester								6th semester							
S l. N o.	Subject Code	Names of subjects	L	T	P	C	TC P	S l .	Subject Code	Names of subjects	L	T	P	C	TCP
Core Subjects								Core Subjects							
1	HMT192C501	Travel & Tourism Marketing	2	0	0	2	2	1	HMT192C601	Food Production Theory-VI	2	1	0	3	3
								2	HMT192C602	Food & Beverage Service Theory-VI	1	1	0	2	2
								3	HMT192C603	Front Office Theory-VI	1	1	0	2	2
								4	HMT192C604	Housekeeping Theory-VI	1	1	0	2	2
								5	HMT192C605	Facility Planning	2	1	0	2	2
2	HMT192C502	Research Methodology	2	0	0	2	2	6	HMT192C614	Food Production Laboratory - VI	0	0	3	3	6
								7	HMT192C615	Food & Beverage Service Laboratory - VI	0	0	2	2	4
								8	HMT192C616	Front Office Laboratory-VI	0	0	2	2	4
3	HMT192C521	Industrial Training	0	0	0	16	0	9	HMT192C617	Housekeeping Laboratory-VI	0	0	2	2	4
								10	HMT192C621	Research Project	0	0	2	2	4
Ability Enhancement Compulsory Course (AECC)								Ability Enhancement Compulsory Course (AECC)							
4	CEN982A501	Communicative English - V	1	0	0	1	1	11	CEN982A601	Communicative English - VI	1	0	0	1	1
Total Credits							21	Total Credit							23

Scheme of Evaluation

Theory Papers (T):

- **Continuous Evaluation: 15%**
(Assignment, Class Test, Viva, Seminar, Quiz : Any Three)
- **Mid-term examination: 10%**
- **Attendance: 5%**
- **End Term Examination: 70%**

Practical Papers (P):

- **Continuous Evaluation: 25%**
(Skill Test, lab copy, viva, lab involvement: Any Three)
- **Attendance: 5%**
- **End term examination: 70 %**

Combined Theory & Practical Papers (TP):

- **Continuous Evaluation: 15%**
(Assignment, Class Test, Lab Experiment, Lab Copy, Viva: Any Three)
- **Mid-term examination: 10%**
- **Attendance: 5%**
- **End term examination: 70 %**

SYLLABUS (3rd SEMESTER)**Subject Name: Food Production Theory - III****Subject Code: HMT192C301****L-T-P-C – 2-1-0-3****Credit Units: 3****Scheme of Evaluation: (T)****Course Objective:**

The objectives of the course are to introduce students to the concept of quantity food production, institutional and industrial catering and regional Indian cuisine

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics (if applicable) & Course Contents	Periods
I.	QUANTITY FOOD PRODUCTION EQUIPMENT A. Equipment required for mass/volume feeding B. Heat and cold generating equipment C. Care and maintenance of this equipment D. Modern developments in equipment manufacture PLANNING Principles of planning for quantity food production with regard to <input type="checkbox"/> Space allocation <input type="checkbox"/> Equipment	12
II.	VOLUME FEEDING A. Institutional and Industrial Catering <input type="checkbox"/> Types of Institutional & Industrial Catering <input type="checkbox"/> Problems associated with this type of catering Hospital Catering <input type="checkbox"/> Highlights of Hospital Catering for patients, staff, visitors <input type="checkbox"/> Diet menus and nutritional requirements	12
III.	Off Premises Catering <input type="checkbox"/> Reasons for growth and development <input type="checkbox"/> Menu Planning and Theme Parties <input type="checkbox"/> Concept of a Central Production Unit <input type="checkbox"/> Problems associated with off-premises catering	12
IV	REGIONAL INDIAN CUISINE A. Introduction to Regional Indian Cuisine B. Heritage of Indian Cuisine C. Factors that affect eating habits in different parts of the country D. Cuisine and its highlights of different states/regions/communities to be discussed under: <input type="checkbox"/> Geographic location	12
TOTAL		48

Books:

Arora , K.,(1993)Theory of Cookery: Frank Bros.& Co.(Publisher) Ltd

Phillip, E.T.,(2016),Modern Cookery 1&2- Sixth Edition :Publisher-Orient Black Swan

Bali, S.P.,(2017) Theory of Bakery & Patisserie :First Edition-Oxford University Press

Reference Books:

Larousse Gastronomies-Cookery Encyclopedia; Reprint; 1997; Paul Hamlyn; London

Course Outcomes:

On completion of this course students will be expected to:

- identify equipment's required for bulk food preparations.
- state the methods of volume feeding
- explain and construct menu planning for industrial and institutional catering
- describe various regional cuisines of India

SYLLABUS (3rd SEMESTER)**Lab I: Food Production Lab– III**

Subject Code: HMT192C314

Credit Units: 3 L-T-P-C: 0-0-3-3

Course Objectives:

The course will enable the students to acquire the skills of how to prepare various regional cuisines of India

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	MAHARASTRIAN: MENU 01 <ul style="list-style-type: none">• Masala Bhat• Kolhapuri Mutton• Koshimbir MENU 02 <ul style="list-style-type: none">• Moong Dal Khichdee• Patrani Macchi• Tomato Saar	6
II	AWADH MENU 03 <ul style="list-style-type: none">• Yakhni Pulao• Gosht Do Piazza• Badin Jaan MENU 04 <ul style="list-style-type: none">• Basundi• Galouti Kebab• Bakarkhani• Paneer Pasanda	6
III	BENGALI MENU 5: <ul style="list-style-type: none">• Ghee Bhat• MacherJhol• Aloo Posto MENU 6: <ul style="list-style-type: none">• Doi Mach• TikoniPratha• BaigunBhaja	6
IV	GOAN MENU 7: <ul style="list-style-type: none">• Arroz• Galina Xacutti• Toor Dal Sorak	6

	<p>MENU 8:</p> <ul style="list-style-type: none"> • Coconut Pulao • Fish Caldeen • Cabbage Foogath <p>GUJARATI</p> <p>MENU 9:</p> <ul style="list-style-type: none"> • Salli Murg • Gujrati Dal • MethiThepla <p>MENU 10:</p> <ul style="list-style-type: none"> • Gujrati Khichadi • Batata Nu Tomato • Jeera Poori 	
V	<p>PUNJABI</p> <p>MENU 11:</p> <ul style="list-style-type: none"> • Matar Pulao • Kadhi • Punjabi Gobhi <p>MENU 12:</p> <ul style="list-style-type: none"> • Sarson Da Saag • Makki Di Roti • Peshawari Chole 	6
VI	<p>SOUTH INDIAN</p> <p>MENU 13:</p> <ul style="list-style-type: none"> • Tamarind Rice • Kalan • Sambhar <p>MENU 14:</p> <ul style="list-style-type: none"> • Coconut Rice • Chicken Chettinad • Avial 	6
VII	<p>RAJASTHANI</p> <p>MENU 15:</p> <ul style="list-style-type: none"> • Gatte Ka Pulao • Lal Maas • Makki Ka Soweta <p>MENU 16:</p> <ul style="list-style-type: none"> • Batti • Churma • BesanKeGatte • Ratalu Ki Subzi 	6

	<p>HYDERABADI</p> <p>MENU 17:</p> <ul style="list-style-type: none"> • Sofyani Biryani • MethiMurg • Tomato Kut <p>MENU 18:</p> <ul style="list-style-type: none"> • Kachi Biryani • Mirchi Ka Salan • Mix Veg. Raita 	
VIII	<p>Menu 19:</p> <ul style="list-style-type: none"> • Coconut Poli • Basundi • Misti Doi • Payesh • Bibinca • Sukhdi • Mohanthal • Kheer • Sooji Da Halwa • Savian Payasam • Mysore Pak • Dal Halwa • Chenna Malpua • Firni • Shahi Tukda 	6
Total		48

Books:

Arora , K.,(1993)Theory of Cookery: Frank Bros.& Co.(Publisher) Ltd

Phillip, E.T.,(2016),Modern Cookery 1&2- Sixth Edition :Publisher-Orient Black Swan

Bali, S.P.,(2017) Theory of Bakery & Patisserie :First Edition-Oxford University Press

Reference Books:

Larousse Gastronomies-Cookery Encyclopedia; Reprint; 1997; Paul Hamlyn; London

Course outcome:

After completion of this course the students will be able to:

- **demonstrate the preparations of various regional cuisines of India.**

SYLLABUS (3rd SEMESTER)

Subject Name: Food and Beverage Service Theory – III

Subject Code: HMT192C302

L-T-P-C – 2-1-0-3

Credit Units: 3

Scheme of Evaluation: (T)

Course Objective:

The objectives of the course are to enable the students to define alcoholic beverages, its classification and state fermentation and distillation processes and identify food accompaniments with various types of wine

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics (if applicable) & Course Contents	Periods
I.	ALCOHOLIC BEVERAGE A. Introduction and definition B. Production of Alcohol <input type="checkbox"/> Fermentation process <input type="checkbox"/> Distillation process C. Classification with examples	12
II.	DISPENSE BAR A. Introduction and definition B. Bar layout – physical layout of bar C. Bar stock – alcohol & non-alcoholic beverages D. Bar equipment	12
III.	WINES A. Definition & History B. Classification with examples <input type="checkbox"/> Table/Still/Natural <input type="checkbox"/> Sparkling <input type="checkbox"/> Fortified <input type="checkbox"/> Aromatized F. Food & Wine Harmony G. Storage of wines H. Wine terminology (English & French)	12
IV	BEER A. Introduction & Definition B. Types of Beer C. Production of Beer D. Storage A. Introduction & Definition B. Production of Spirit <input type="checkbox"/> Pot-still method <input type="checkbox"/> Patent still method C. Production of <input type="checkbox"/> Whisky <input type="checkbox"/> Rum <input type="checkbox"/> Gin <input type="checkbox"/> Brandy	12

	<input type="checkbox"/> Vodka <input type="checkbox"/> Tequilla D. Different Proof Spirits <input type="checkbox"/> American Proof <input type="checkbox"/> British Proof (Sikes scale) <input type="checkbox"/> Gay Lussac (OIML Scale)	
TOTAL		48

Books:

Singaravelavan, R.,(2013),Food and Beverage Service : Oxford University Press

Andrews ,S.,F &B Service: A Training Manual : Publisher- McGraw Hill Education (India) Pvt.Ltd.

Reference Books:

Lilycrap ,D., & Cousins,J.,(2010),Food and Beverage Service - Ninth Edition, Publisher-Hodder Education

Course Outcomes:

On completion of this course students will be expected to:

- define alcoholic beverages
- describe the method of making alcoholic beverages
- classify alcoholic beverages with examples
- state various scales used in measuring the alcoholic strength

SYLLABUS (3rd SEMESTER)**Subject Name: Strategic Management****Subject Code: HMT192C303****L-T-P-C – 2-1-0-2****Credit Units: 2****Scheme of Evaluation: (T)**

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	Strategy: Introduction ○ Definition of Strategy ○ Basic Concept ○ Objectives	6
II	Levels of strategy: Introduction ○ Corporate level strategy ○ Nature & characteristics of corporate level strategy	6
III	Strategic decision making: Introduction ○ Mintzberg analysis of strategic decision making Usage of Strategic Management Tools in Hotel Industry ○ Scenario Planning ○ Vision/Mission Statement ○ Strategic Planning ○ Benchmarking ○ SWOT Analysis	6
IV	Strategic Management: Introduction ○ Process & models of strategic Management ○ Benefits of strategic management ○ Strategic Management Process ○ Strategic implementation	6
Total		24

Text Book:

1. Cases in Strategic Management S.B Budhiraja
2. Business Policy & Strategic Mgmt. S. Lomash Vikas

Unit 3: Tools: Faruk Kerem Senturk, Procedia Social and Behavioral Sciences (pg.- 11-18)

SYLLABUS (3rd SEMESTER)**Lab II: Food & Beverage Service Lab - III**

Subject Code: HMT192C315

Credit Units: 2 L-T-P-C:0-0-2-2

Course Objectives:

The course will enable the students to identify different glassware's required for services of different types of alcoholic beverages. Also, will be able to state different temperatures and food accompaniments to serve wines and other alcoholic beverages.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	Dispense Bar – Organizing Mise-en-place Task-01 Wine service equipment Task-02 Beer service equipment Task-03 Cocktail bar equipment Task-04 Liqueur / Wine Trolley Task-05 Bar stock - alcoholic & non-alcoholic beverages Task-06 Bar accompaniments & garnishes Task-07 Bar accessories & disposables	2
II	Service of Wines Task-01 Service of Red Wine Task-02 Service of White/Rose Wine Task-03 Service of Sparkling Wines Task-04 Service of Fortified Wines Task-05 Service of Aromatized Wines Task-06 Service of Cider, Perry & Sake	2
III	Service of Aperitifs Task-01 Service of Bitters Task-02 Service of Vermouths	2
IV	Service of Beer Task-01 Service of Bottled & canned Beers Task-02 Service of Draught Beers	2
V	Service of Spirits Task-01 Service styles – neat/on-the-rocks/with appropriate mixers Task-02 Service of Whisky Task-03 Service of Vodka Task-04 Service of Rum Task-05 Service of Gin Task-06 Service of Brandy Task-07 Service of Tequila	4
VI	Service of Liqueurs Task-01 Service styles – neat/on-the-rocks/with cream/en frappe Task-02 Service from the Bar Task-03 Service from Liqueur Trolley	2
VII	Wine & Drinks List Task-01 Wine Bar Task-02 Beer Bar Task-03 Cocktail Bar	2
VIII	Matching Wines with Food Task-01 Menu Planning with accompanying Wines	2

	<input type="checkbox"/> Continental Cuisine <input type="checkbox"/> Indian Regional Cuisine Task-02 Table laying & Service of menu with accompanying Wines <input type="checkbox"/> Continental Cuisine <input type="checkbox"/> Indian Regional Cuisine	
Total		18

Books:

Singaravelavan, R.,(2013),Food and Beverage Service : Oxford University Press

Andrews ,S.,F &B Service: A Training Manual : Publisher- McGraw Hill Education (India) Pvt.Ltd.

Reference Books:

Lilycrap ,D., & Cousins,J.,(2010),Food and Beverage Service - Ninth Edition, Publisher-Hodder Education

Course outcome:

The students will be able to demonstrate the services of alcoholic and non-alcoholic beverages along with necessary food accompaniments.

SYLLABUS (3rd SEMESTER)

Lab III: Front Office & Accommodation operation Lab- III

Subject Code: HMT192C316

Credit Units: 2 L-T-P-C: 0-0-2-2

Course Objective:

This paper will give a practical detail into the art of handling the front office, flower arrangement (fresh & artificial), remove the different types of stains from various fabrics.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	Role Play – Check-out Procedures <ul style="list-style-type: none">• Situation Handling in Check-out• Guest not willing to pay• Using of Allowance Vouchers• Using of other accounts related vouchers	12
II	Front office accounting procedures <ul style="list-style-type: none">o Manual accountingo Machine accountingo Payable, Accounts Receivable, Guest History Situation Handling	12
III	Layout of Linen and Uniform Room/Laundry Laundry Machinery and Equipment Stain Removal	12
IV	Flower Arrangement Selection and Designing of Uniforms	12
Total		48

Books:

Andrews, S.,(2015),Hotel front office: A Training Manual : Publisher Tata McGraw Hill

Tewari, J., (2016), Hotel Front Office Operations & Management by: Publisher-Oxford University Press

Andrews, S., (2016), Hotel Housekeeping: A Training Manual-Third Edition: Publisher- McGraw Hill Education (India) Pvt.Ltd.-2016

Reference Books:

Negi, J., (2009), Hospitality Reception & Front Office-Procedures & Systems: Publisher S. Chand

Raghubalan, G. & Raghubalan, G., (2017), Hotel Housekeeping: Operations & Management-Third Edition, Oxford University Press.

SYLLABUS (3rd SEMESTER)

Subject: French I

Subject Code: FLG9925302

Credit Units: 02

Course Objective:

- To provide in depth knowledge of French language among the students.
- To help students in the development of speaking and reading skills in French language

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules/ Unit	Topics / Course content	Periods
1	Mes Cinq sens en action Se Présenter, L'alphabet, Les nombres, Exercices d'écoute Les Verbes : Etre, S'appeler, Habiter, Faire	8
2	S'ouvrir aux autres *Présenter quelqu'un *Demander de se présenter : demander des informations personnelles * Identifier un objet ou personne : Qu'est-ce que c'est/ Qui est-ce ? Grammaire : Les prépositions de lieu * Les articles définis ou indéfinis * Les verbes en 'er' – parler, écouter etc * La négation : ne...pas * oui, non, si	8
3	2 : Partager son lieu de vie * Les français et leur habitat * Comprendre une petite annonce * Décrire son voisin * Décrire un logement	8

	<p>* Ecrire un portrait</p> <p>Grammaire :</p> <p>* Le genre et le nombre des noms</p> <p>* Les verbes ‘ aller’ , ‘venir’</p> <p>* Le genre et le nombre des adjectifs</p> <p>* Les adjectifs possessifs</p> <p>* Les prepositions de lieu(2) : dans,chez, sur, sous.</p>	
4	<p>Vivre au quotidien</p> <p>* Les loisirs des francais</p> <p>* Exprimer ses goûts et preferences.* Parler de ses loisirs</p> <p>* Demander et dire l’heure</p> <p>* Raconter sa vie sur un blog</p> <p>*Justifier un choix</p> <p>* Les activites quotidiennes * Le temps et l’heure</p> <p>Grammaire :</p> <p>*Les Articles contractes</p> <p>*les verbes ‘vouloir’, ‘pouvoir’, ‘devoir’</p> <p>*L’adjectif interrogatif ‘quel’</p> <p>*Les verbes pronominaux. *Le futur proche</p>	8
Total		32

Text Book:

1. *Saison 1* : Noelle Cocton Marie, Dorothee Dupleix, Elodie Heu, First edition , 2015, Didier , Paris

Reference Books:

1. Berthet Annie, Daill Emmanuelle, Hugot Catherine, *Alter Ego A1+* : Fifth edition, 2016, Hachette, New York
2. Khurana Archana, *Enchante 2*, First Edition 2015, Rachna Sagar Publications Ltd , Daryaganj, New Delhi

Course Outcomes:

The student will:

- be able to develop the basic knowledge of French language.
- be able to do the basic conversation in French language.

SYLLABUS (3rd SEMESTER)

GE 5/Subject Name: Front Office and Accommodation Operation-III

Subject Code: HMT192G301

L-T-P-C – 2-1-0-3

Credit Units: 3

Scheme of Evaluation: (T)

Course Objective:

The objectives of the course is to enable the students to handle property management software and also to describe the hotel accounting and night auditing procedures. Also, will enable them to describe the procedures adapted for linen room management in a hotel and state various methods and procedures for flower arrangements (fresh, dry and artificial).

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics (if applicable) & Course Contents	Periods
I.	COMPUTER APPLICATION IN FRONT OFFICE OPERATION A. Role of information technology in the hospitality industry B. Factors for need of a PMS in the hotel	12
II.	FRONT OFFICE (ACCOUNTING) A. Accounting Fundamentals B. Guest and non-guest accounts C. Accounting system <input type="checkbox"/> Non-automated – Guest weekly bill, Visitors tabular ledger <input type="checkbox"/> Semi automated <input type="checkbox"/> Fully automated CHECK OUT PROCEDURES <input type="checkbox"/> Guest accounts settlement - Cash and credit - Indian currency and foreign currency - Transfer of guest accounts NIGHT AUDITING A. Functions B. Audit procedures (Non-automated, semi-automated and fully automated)	12
III.	LINEN ROOM A. Activities of the Linen Room B. Layout and equipment in the Linen Room C. Selection criteria for various Linen Items & fabrics suitable for this purpose D. Purchase of Linen E. Calculation of Linen requirements F. Linen control-procedures and records G. Stocktaking-procedures and records H. Recycling of discarded linen I. Linen Hire	12

	UNIFORMS A. Advantages of providing uniforms to staff B. Issuing and exchange of uniforms; type of uniforms C. Selection and designing of uniforms D. Layout of the Uniform room	
IV	LAUNDRY A. Commercial and On-site Laundry B. Flow process of Industrial Laundering-OPL C. Stages in the Wash Cycle D. Laundry Equipment and Machines E. Layout of the Laundry F. Laundry Agents G. Dry Cleaning H. Guest Laundry/Valet service FLOWER ARRANGEMENT A. Flower arrangement in Hotels B. Equipment and material required for flower arrangement C. Conditioning of plant material D. Styles of flower arrangements E. Principles of design as applied to flower arrangement	12
TOTAL		48

Books:

Andrews, S., (2015), Hotel front office: A Training Manual: Publisher Tata McGraw Hill

Tewari, J., (2016), Hotel Front Office Operations & Management by: Publisher-Oxford University Press

Andrews, S., (2016), Hotel Housekeeping: A Training Manual-Third Edition:Publisher- McGraw Hill Education (India) Pvt.Ltd.-2016

Reference Books:

Negi, J., (2009), Hospitality Reception & Front Office-Procedures & Systems: Publisher S.Chand

Raghubalan,G.& Raghubalan, G.,(2017),Hotel Housekeeping: Operations & Management-Third Edition, Oxford University Press

Course Outcomes:

After completion of this course the students will be able to

- handle property management software
- describe the hotel accounting and night auditing procedures.
- describe the procedures adapted for linen room management in a hotel and
- state various methods and procedures for flower arrangements fresh, dry and artificial.

TEACHING LEARNING METHODOLOGIES (TLM)

Teaching Learning Methodologies (TLM):

The learning Outcomes -based Approach requires that the Teaching Learning Methodologies should be instrumental in attaining the following well defined learning outcomes relating to undergraduate programme in Hotel Management

1. The outcome-based approach, especially in the context of HOTEL MANAGEMENT studies requires a significant shift from teacher-centric to learner-centric pedagogies and from one-way passive to two-way active participatory approach.
2. Both teaching and learning should be based on critical thinking.
3. Every programme of HOTEL MANAGEMENT studies should lend itself to well-structured and sequenced acquisition of knowledge and skills.
4. Practical knowledge including an appreciation of the link between theory and practical should constitute an important aspect of the Teaching Learning Methodologies.
- 5 Teaching Learning Methodologies guided by such a framework, should include:
 - (a) Lectures supported by group tutorial work, practical and field-based learning.
 - (b) The use of prescribed text-book see-learning resources and refer to other indispensable study materials.
 - (c) Relevant, useful and applicable project work in which some of them may be team-based.
 - (d) Activities be designed to develop generic/transferable and subject-specific skills.
 - (e) Internship of media or communication-related fields.
 - (f) Regular and frequent visits to field sites and industries.
 - (g) Availability of primary research facilities.

UGC Guidelines on Adoption of Choice Based Credit System (CBCS):

SYLLABUS (4th SEMESTER)

Subject: Food and Beverage service Theory- IV

Subject Code: HMT192C401

L-T-P-C – 2-1-0-3

Credit Units: 3

Scheme of Evaluation: (T)

Course Objective:

The objectives of the course are to enable the students to plan various F & B outlets and describe functional catering and explain Gueridon service with identification of menu for it. Also, will enable them to describe the concept of Kitchen Stewarding and its functions.

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	PLANNING & OPERATING VARIOUS F&B OUTLET A. Physical layout of functional and ancillary areas B. Objective of a good layout C. Steps in planning D. Factors to be considered while planning E. Calculating space requirement F. Various set ups for seating G. Planning staff requirement H. Menu planning I. Constraints of menu planning J. Selecting and planning of heavy duty and light equipment	12
II	FUNCTION CATERING BANQUETS A. History B. Types BANQUET PROTOCOL • Space Area requirement • Table plans/arrangement • Misc-en-place • Service • Toast & Toast procedures INFORMAL BANQUET • Reception • Cocktail parties • Convention • Seminar • Exhibition • Fashion shows Trade Fair • Wedding • Outdoor catering	12
III	GUERIDON SERVICE A. History of gueridon B. Definition C. General consideration of operations D. Advantages & Dis-advantages E. Types of trolleys F. Factor to create impulse, Buying – Trolley, open kitchen G. Gueridon equipment H. Gueridon ingredients	12
IV	KITCHEN STEWARDING A. Importance B. Opportunities in kitchen stewarding C. Record maintaining D. Machine used for cleaning and polishing E. Inventory	12
Total		48

Books:

Singaravelavan, R., (2013), Food and Beverage Service: Oxford University Press

Andrews,S.,F &B Service: A Training Manual : Publisher- McGraw Hill Education (India) Pvt.Ltd.

SYLLABUS (4th SEMESTER)**Paper II: Food Production Theory- IV**
Subject Code: HMT192C402**L-T-P-C – 2-1-0-3****Credit Units: 3****Scheme of Evaluation: (T)****Course Objective:**

The objectives of the course is to enable the students to describe the Larder operations of a kitchen and enable them to identify the different products of a cold kitchen, with proper use of wine and herbs

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	LARDER LAYOUT & EQUIPMENT A. Introduction of Larder Work B. Definition C. Equipment found in the larder D. Layout of a typical larder with equipment and various sections DUTIES AND RESPONSIBILITIES OF THE LARDER CHEF A. Functions of the Larder B. Hierarchy of Larder Staff C. Sections of the Larder D. Duties & Responsibilities of larder Chef	12
II	CHARCUTIERIE SAUSAGE A. Introduction to charcuterie B. Sausage – Types & Varieties C. Casings – Types & Varieties D. Fillings – Types & Varieties E. Additives & Preservatives FORCEMEATS A. Types of forcemeats B. Preparation of forcemeats C. Uses of forcemeats HAM, BACON & GAMMON A. Cuts of Ham, Bacon & Gammon. B. Differences between Ham, Bacon & Gammon C. Processing of Ham & Bacon D. Green Bacon E. Uses of different cuts CHAUD FROID A. Meaning of Chaud froid B. Making of chaud froid & Precautions C. Types of chaud froid D. Uses of chaud froid	12
III	SANDWICHES A. Parts of Sandwiches B. Types of Bread C. Types of filling – classification D. Spreads and Garnishes E. Types of Sandwiches F. Making of Sandwiches	12
IV	USE OF WINE AND HERBS IN COOKING A. Ideal uses of wine in cooking B. Classification of herbs C. Ideal uses of herbs in cooking	12
Total		48

Text Book:

Gill,R.,(2006),The Larder Chef: Publisher-Bloomsbury

Arora , K.,(1993)Theory of Cookery: Frank Bros.& Co.(Publisher) Ltd

Phillip, E.T.,(2016),Modern Cookery 1&2- Sixth Edition :Publisher-Orient Black Swan

Bali, S.P.,(2017) Theory of Bakery & Patisserie :First Edition-Oxford University Press

Reference Books:

Larousse Gastronomies-Cookery Encyclopedia; Reprint; 1997; Paul Hamlyn; London

Course Outcomes:

On completion of this course students will be expected to:

- Define Larder and its various operations
- Describe various cold cuts and identify their ingredients

Explain the optimum use of wine and herbs in the preparation of cold items

SYLLABUS (4th SEMESTER)**Paper I: Food Safety & Quality****Subject Code: HMT192C403****Credit Units: 2****L-T-P-C: 2-0-0-2****Course Objective:**

TO be able to explain the importance of food safety, will be able to state the qualitative parameters to be followed for food safety and explain the importance of hygiene and water sanitation in the food sector

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Module s	Topics / Course content	Period s
I	Basic Introduction to Food Safety, Food Hazards & Risks, Contaminants and Food Hygiene MICRO-ORGANISMS IN FOOD A. General characteristics of Micro-Organisms based on their occurrence and structure. B. Factors affecting their growth in food (intrinsic and extrinsic) C. Common food borne micro-organisms: a. Bacteria (spores/capsules) b. Fungi c. Viruses d. Parasites	12
II	FOOD SPOILAGE & FOOD PRESERVATION A. Types & Causes of spoilage B. Sources of contamination C. Spoilage of different products (milk and milk products, cereals and cereal products, meat, eggs, fruits and vegetables, canned products) D. Basic principles of food preservation E. Methods of preservation (High Temperature, Low Temperature, Drying, Preservatives & Irradiation)	12
III	FOOD BORNE DISEASES A. Types (Infections and intoxications) B. Common diseases caused by food borne pathogens C. Preventive measures FOOD CONTAMINANTS & ADULTERANTS A. Introduction to Food Standards B. Types of Food contaminants (Pesticide residues, bacterial toxins mycotoxins, seafood toxins, metallic contaminants, residues from packaging material) C. Common adulterants in food D. Method of their detection (basic principle)	12
IV	FOOD LAWS AND REGULATIONS A. National – PFA Essential Commodities Act (FPO, MPO etc.) B. International – Codex Alimentarius, ISO C. Regulatory Agencies – WTO D. Consumer Protection Act HYGIENE AND SANITATION IN FOOD SECTOR A. General Principles of Food Hygiene B. GHP for commodities, equipment, work area and personnel C. Cleaning and disinfection (Methods and agents commonly used in the hospitality industry) D. Safety aspects of processing water (uses & standards) E. Waste Water & Waste disposal	12
Total		48

Books:

Roday, S.,(2016),Food Science & Nutrition -Second Edition: Oxford University Press

Brian, F.,(2009),Food Science ,Nutrition & Health :Publisher-Hodder Arnold

Reference Books:

Caballero, B.,Finglas, P., & Toldra, F.,(2009),Encyclopedia of Food Sciences & Nutrition : Publisher-Academic Press

Food Safety Handbook by Wiley Online Books

Course Outcome:

After completion of this course the students will be able to:

- explain the importance of food safety,
- state the qualitative parameters to be followed for food safety
- explain the importance of hygiene and water sanitation in the food sector

SYLLABUS (4th SEMESTER)

Subject: Food & Beverage Management and Control

Subject Code: HMT192C404

Credit Units: 2

L-T-P-C – 2-0-0-2

Course Objective:

To state the importance of cost control and management of F & B department.

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	FOOD CONTROL CYCLE A. Purchasing Control B. Aims of Purchasing Policy C. Job Description of Purchase Manager/Personnel D. Types of Food Purchase E. Quality Purchasing F. Food Quality Factors for different commodities G. Definition of Yield H. Tests to arrive at standard yield I. Definition of Standard Purchase Specification J. Advantages of Standard Yield and Standard Purchase Specification	12
II	RECEIVING CONTROL A. Aims of Receiving B. Job Description of Receiving Clerk/Personnel C. Equipment required for receiving D. Documents by the Supplier (including format) E. Delivery Notes F. Bills/Invoices G. Credit Notes H. Statements I. Records maintained in the Receiving Department J. Goods Received Book K. Daily Receiving Report L. Meat Tags M. Receiving Procedure	12
III	STORING & ISSUING CONTROL A. Storing Control B. Aims of Store Control C. Job Description of Food Store Room Clerk/personnel D. Storing Control E. Conditions of facilities and equipment F. Arrangements of Food G. Location of Storage Facilities H. Security	12
IV	BEVERAGE CONTROL A. Purchasing B. Receiving C. Storing D. Issuing E. Production Control F. Standard Recipe G. Standard Portion Size H. Bar Frauds I. Books maintained J. Beverage Control SALES CONTROL A. Procedure of Cash Control B. Machine System C. ECR D. NCR E. Pre-set Machines F. POS G. Reports H. Thefts I. Cash Handling machines	12
Total		48

Text Book:

Andrews, S.,(2009), Text book on Food and Beverage Management : Tata McGraw Hill Publishing Company

Seal,P.P.,(2016),Food and Beverage Management: Oxford University Press

Reference Books:

Davis, B.,Lockwood, A.,Alcott, P.,& Pantelidi, L.,(2009),Food & Beverage Management : Routledge publisher

Course Outcomes:

The student will be expected to:

- Explain the cost control measures
- Identify the leakages

Explain the managerial measures adopted for F & B department

SYLLABUS (4th SEMESTER)

Subject Name: Food Production Laboratory - IV

Subject Code: HMT192C414

L-T-P-C - 0-0-3-3

Credit Units: 3

Scheme of Evaluation: (P)

Course Objective:

The course will enable the students to demonstrate various international cuisines and identify essential ingredients used in cuisines of different countries of the world. Also, enable them to acquire skills for using different shortening and raising agents and preparation of different stocks and soups.

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	MENU 01 <input type="checkbox"/> Consommé Carmen <input type="checkbox"/> Poulet Sauté Chasseur <input type="checkbox"/> Pommes Loretta MENU 02 <input type="checkbox"/> Bisque D'écrevisse <input type="checkbox"/> Escalope De Veauviennoise/Poulet <input type="checkbox"/> Epinards au Gratin MENU 03 <input type="checkbox"/> Barquettes Assortis <input type="checkbox"/> Stroganoff De Boeuf / Chicken <input type="checkbox"/> Riz Pilaf MENU 04 <input type="checkbox"/> Crème Du Barry <input type="checkbox"/> Darne De Saumon Grille <input type="checkbox"/> Sauce paloise <input type="checkbox"/> Petits Pois A La Flamande	12
II	MENU 05 <input type="checkbox"/> Veloute Dame Blanche <input type="checkbox"/> Pommes De Terre A La Crème <input type="checkbox"/> Carottes Glace Au Gingembre MENU 06 <input type="checkbox"/> Poulet A La Rex <input type="checkbox"/> Pommes Marguises <input type="checkbox"/> Ratatouille MENU 07 <input type="checkbox"/> Duchesse Nantua <input type="checkbox"/> Poulet Maryland <input type="checkbox"/> Croquette Potatoes MENU 08 <input type="checkbox"/> Kromeskies <input type="checkbox"/> Filet De Sols Walweska <input type="checkbox"/> Pommes Lyonnaise	12

III	MENU 09 <input type="checkbox"/> Vol-Au-Vent De Volaille Et Jambon <input type="checkbox"/> Poulet a la kiev <input type="checkbox"/> Creamy Mashed Potatoes MENU 10 <ul style="list-style-type: none"> • Brioche & Baba au Rhum • Soft Rolls & Chocolate Parfait • French Bread & Tarte Tartin 	12
IV	MENU 11 <ul style="list-style-type: none"> • Harlequin Bread & Chocolate Cream Puffs • Ciabatta & Chocolate Brownie • Foccacia & Crème Brûlée • Vienna Rolls & Mousse Au Chocolat • Bread Sticks & Souffle Milanaise • Ciabatta & Chocolate Brownie 	12
Total		48

BOOK:

Arora , K.,(1993)Theory of Cookery: Frank Bros.& Co.(Publisher) Ltd

Phillip, E.T.,(2016),Modern Cookery 1&2- Sixth Edition :Publisher-Orient Black Swan

Bali, S.P.,(2017) Theory of Bakery & Patisserie :First Edition-Oxford University Press

Reference Books:

Larousse Gastronomies-Cookery Encyclopedia; Reprint; 1997; Paul Hamlyn; London

Escoffier; The Complete Guide to the Art of Modern Cookery; 1983; Wiley

SYLLABUS (4th SEMESTER)

Subject Name: Food Beverage Service Lab-IV

Subject Code: HMT192C415

L-T-P-C – 0-0-2-2

Credit Units: 2

Scheme of Evaluation: (P)

Course Objective:

The objectives of the course are to enable the students to plan various F & B outlets and describe functional catering and demonstrate Gueridon service with identified menu for it. Also, they will be able to demonstrate Kitchen Stewarding and its functions by taking physical inventory.

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	Planning & Operating Food & Beverage Outlets Class room Exercise <input type="checkbox"/> Developing Hypothetical Business Model of Food & Beverage Outlets <input type="checkbox"/> Case study of Food & Beverage outlets - Hotels & Restaurants Function Catering – Banquets <input type="checkbox"/> Planning & organizing Formal & Informal Banquets <input type="checkbox"/> Planning & organizing Outdoor caterings	12
II	Function Catering – Buffets Planning & organizing various types of Buffet	12
III	Gueridon Service <input type="checkbox"/> Organizing Mise-en-place for Gueridon Service <input type="checkbox"/> Dishes involving work on the Gueridon	12
IV	Kitchen Stewarding <input type="checkbox"/> Using & operating Machines <input type="checkbox"/> Exercise – physical inventory	12
Total		48

Books:

Singaravelavan, R.,(2013),Food and Beverage Service : Oxford University Press

Andrews ,S.,F &B Service: A Training Manual : Publisher- McGraw Hill Education (India) Pvt.Ltd.

Reference Books:

Lilycrap ,D., & Cousins,J.,(2010),Food and Beverage Service - Ninth Edition, Publisher-Hodder Education

SYLLABUS (4th SEMESTER)

Subject Name: Front Office & Accommodation Operation Laboratory -IV

Subject Code: HMT192C416

L-T-P-C – 0-0-2-2

Credit Units: 2

Scheme of Evaluation: (P)

Course Objective:

The objectives of the course are to enable the students to execute and demonstrate the Property Management Systems software. Also, to prepare the housekeeping checklist, to plan, execute and evaluate the cleaning procedures of different areas, time and motion study for bed making and servicing a guest room and to design and execute training manual for Housekeeping staff.

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	Practical Demonstration On – <ul style="list-style-type: none">• Night Audit using Audit posting formula• Making Guest History Card• Using Guest History Card to Update Guest Profile for future reference.	12
II	Situation Handling – Handling guests & internal situations requiring management tactics/strategies <ul style="list-style-type: none">• Drunken Guest• Responding to unusual requests• Guest who misbehaves• Guest not willing to pay• Any other practical situation• Conflict between inter-departments	12
III	Team cleaning <ul style="list-style-type: none">☐ Planning☐ OrganizingExecutingEvaluating	12
IV	Inspection checklist <ul style="list-style-type: none">☐Time and motion studySteps of bed makingSteps in servicing a guest room etc	12
Total		48

Books:

Andrews, S.,(2015),Hotel front office: A Training Manual : Publisher Tata McGraw Hill

Tewari, J.,(2016),Hotel Front Office Operations & Managementby :Publisher-Oxford University Press

Andrews ,S.,(2016),Hotel Housekeeping: A Training Manual-Third Edition:Publisher- McGraw Hill Education (India) Pvt.Ltd.-2016

Reference Books:

Negi , J.,(2009),Hospitality Reception & Front Office-Procedures & Systems : Publisher S.Chand

Raghubalan,G.& Raghubalan, G.,(2017),Hotel Housekeeping: Operations & Management-Third Edition, Oxford University Press

SYLLABUS (4th SEMESTER)**GE 7: Front Office and Accommodation Operation- IV****Subject Code: HMT192G401****L-T-P-C – 2-1-0-3****Credit Units: 3****Scheme of Evaluation: (T)****Course Objective:**

The student will be able to: -

- plan and evaluate Front Office operations,
- how to identify and prepare the budget requirement of Front Office operations and
- describe Property Management system.
- Also, to plan and evaluate Housekeeping operations,
- how to identify and prepare the budget requirement of Housekeeping operations
- how to execute contracts for outsourcing various services and do energy audit.

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	PLANNING & EVALUATING FRONT OFFICE OPERATIONS A. Setting Room Rates (Details/Calculations thereof) - Hubbart Formula, market condition approach & Thumb Rule - Types of discounted rates – corporate, rack etc. B. Forecasting techniques C. Forecasting Room availability D. Useful forecasting data • % of walking • % of overstaying • % of under stay E. Forecast formula F. Types of forecast G. Sample forecast forms H. Factors for evaluating front office operations	12
II	BUDGETING A. Types of budget & budget cycle B. Making front office budget C. Factors affecting budget planning D. Capital & operations budget for front office E. Refining budgets, budgetary control F. Forecasting room revenue G. Advantages & Disadvantages of budgeting	12
III	PLANNING AND ORGANISING THE HOUSE KEEPING DEPARTMENT A. Area inventory list B. Frequency schedules C. Performance and Productivity standards D. Time and Motion study in House Keeping operations E. Standard Operating manuals – Job procedures F. Job allocation and work schedules G. Calculating staff strengths & Planning duty rosters, team work and leadership in House Keeping H. Training in HKD, devising training programmes for HK staff I. Inventory level for non-recycled items J. Budget and budgetary controls K. The budget processes L. Planning capital budget M. Planning operation budget N. Operating budget – controlling expenses – income statement O. Purchasing systems – methods of buying P. Stock records – issuing and control	12
IV	CONTRACT SERVICES A. Types of contract services B. Guidelines for hiring contract services C. Advantages & disadvantages of contract services FIRST AID	12
Total		48

Books:

Andrews, S.,(2015),Hotel front office: A Training Manual : Publisher Tata McGraw Hill

Tewari, J.,(2016),Hotel Front Office Operations & Managementby :Publisher-Oxford University Press

Andrews ,S.,(2016),Hotel Housekeeping: A Training Manual-Third Edition:Publisher- McGraw Hill Education (India) Pvt.Ltd.-2016

Reference Books:

Negi , J.,(2009),Hospitality Reception & Front Office-Procedures & Systems : Publisher S.Chand

Raghubalan,G.& Raghubalan, G.,(2017),Hotel Housekeeping: Operations & Management-Third Edition, Oxford University Press

The student will be able to: -

- plan and evaluate Front Office operations,
- identify and prepare the budget requirement of Front Office operations and
- describe Property Management system.
- plan and evaluate Housekeeping operations,
- identify and prepare the budget requirement of Housekeeping operations
- execute contracts for outsourcing various services and do energy audit.

TEACHING LEARNING METHODOLOGIES (TLM)

Teaching Learning Methodologies (TLM):

The learning Outcomes -based Approach requires that the Teaching Learning Methodologies should be instrumental in attaining the following well defined learning outcomes relating to undergraduate programme in Hotel Management

1. The outcome-based approach, especially in the context of HOTEL MANAGEMENT studies requires a significant shift from teacher-centric to learner-centric pedagogies and from one-way passive to two-way active participatory approach.
2. Both teaching and learning should be based on critical thinking.
3. Every programme of HOTEL MANAGEMENT studies should lend itself to well-structured and sequenced acquisition of knowledge and skills.
4. Practical knowledge including an appreciation of the link between theory and practical should constitute an important aspect of the Teaching Learning Methodologies.
- 5 Teaching Learning Methodologies guided by such a framework, should include:
 - (a) Lectures supported by group tutorial work, practical and field-based learning.
 - (b) The use of prescribed text-book see-learning resources and refer to other indispensable study materials.
 - (c) Relevant, useful and applicable project work in which some of them may be team-based.

- (d) Activities be designed to develop generic/transferable and subject-specific skills.
- (e) Internship of media or communication-related fields.
- (f) Regular and frequent visits to field sites and industries.
- (g) Availability of primary research facilities.

UGC Guidelines on Adoption of Choice Based Credit System (CBCS):

SYLLABUS (5th SEMESTER)

Subject Name: Travel & Tourism Marketing

Subject Code: HMT192C501

L-T-P-C – 2-0-0-2

Credit Units: 2

Scheme of Evaluation: (T)

Course Objective:

The course familiarizes the students with marketing concepts, techniques and skills as required in the marketing of tourism products and attractions.

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	Marketing: Introduction to tourism marketing: Definition; nature & scope of tourism marketing; process growth of tourism marketing. Understanding the needs, want, demands, value and satisfaction, evolution of marketing. Market targeting: Concept of market segmentation; targeting and positioning. Types of segmentation; Marketing mix.	12
II	Product issues: Types of products; product mix dimensions; product strategies, product life cycle. Pricing: Concept of price, factor influencing tourism pricing, method of price fixation; pricing strategies.	12
III	Distribution channels- Nature importance distribution system. Marketing intermediaries.	12
IV	Promotion: Concept of Promotion and Communication; objectives and importance of marketing promotion and communication; promotion mix; components of promotion mix; factor affecting promotion mix, types of marketing promotion and communication tools.	12
Total		48

Books:

- Swain, K.S. & Mishra, M.J.,(2012), Tourism Principles and Practices: *Oxford University Press*
- Bhatia, K.A., (2012), International Tourism Management: *Sterling publishers*

Reference Books:

Roday, S., Biwal, A., & Joshi, V., (2017), Tourism Operations & Management: *Oxford University Press*.

SYLLABUS (5th SEMESTER)**Subject Name: Research Methodology****Subject Code: HMT192C502****L-T-P-C – 2-0-0-2****Credit Units: 2****Scheme of Evaluation: (T)****Course Objective:**

To enable the students to state the meaning and objective of Research Methodology, Research Design, explain the methods of data collection and apply different statistical tools to analyze.

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	INTRODUCTION TO RESEARCH METHODOLOGY A. Meaning and objectives of Research B. Types of Research C. Research Approaches D. Significance of Research E. Research methods vs Methodology F. Research Process G. Criteria of Good Research H. Problem faced by Researches I. Techniques Involved in defining a problem	12
II	RESEARCH DESIGN A. Meaning and Need for Research Design B. Features and important concepts relating to research design C. Different Research design D. Important Experimental Designs	12
III	METHODS OF DATA COLLECTION A. Collection of Primary Data B. Collection through Questionnaire and schedule collection of secondary data C. Difference in Questionnaire and schedule D. Different methods to collect secondary data	12
IV	DATA ANALYSIS INTERPRETATION AND PRESENTATION TECHNIQUES A. Hypothesis Testing B. Basic concepts concerning Hypothesis Testing C. Procedure and flow diagram for Hypothesis Testing D. Test of Significance E. Chi-Square Analysis F. Report Presentation Techniques	12
Total		48

Books:

Kothari, R.S.(2015),Research Methodology: Publisher Oxford Book Company

Reference Books:

Kumar ,R.(2009),Research Methodology: A Step by Step Guide for Beginners :Penguin India

Course Outcomes:

On completion of this course students will be expected to:

- Frame and write dissertation of his/her research project topics

TEACHING LEARNING METHODOLOGIES (TLM)**Teaching Learning Methodologies (TLM):**

The learning Outcomes -based Approach requires that the Teaching Learning Methodologies should be instrumental in attaining the following well defined learning outcomes relating to undergraduate Programme in Hotel Management

1. The outcome-based approach, especially in the context of HOTEL MANAGEMENT studies requires a significant shift from teacher-centric to learner-centric pedagogies and from one-way passive to two-way active participatory approach.
2. Both teaching and learning should be based on critical thinking.
3. Every programme of HOTEL MANAGEMENT studies should lend itself to well-structured and sequenced acquisition of knowledge and skills.
4. Practical knowledge including an appreciation of the link between theory and practical should constitute an important aspect of the Teaching Learning Methodologies.
- 5 Teaching Learning Methodologies guided by such a framework, should include:
 - (a) Lectures supported by group tutorial work, practical and field-based learning.
 - (b) The use of prescribed text-book see-learning resources and refer to other indispensable study materials.
 - (c) Relevant, useful and applicable project work in which some of them may be team-based.
 - (d) Activities be designed to develop generic/transferable and subject-specific skills.
 - (e) Internship of media or communication-related fields.
 - (f) Regular and frequent visits to field sites and industries.
 - (g) Availability of primary research facilities.

UGC Guidelines on Adoption of Choice Based Credit System (CBCS):

SYLLABUS (6th SEMESTER)**Subject Name: Food Production Theory-VI****Subject Code: HMT192C601****L-T-P-C – 2-1-0-3****Credit Units: 3****Scheme of Evaluation: (T)****Course Objective:**

The objectives of the course are to impart the knowledge to the students, how to prepare International Cuisine, Bakery & Confectionery items & Bread Making and different frozen desserts.

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	INTERNATIONAL CUISINE A. Geographic location B. Historical background C. Staple food with regional Influences D. Specialities E. Recipes CHINESE A. Introduction to Chinese foods B. Historical background C. Regional cooking styles D. Methods of cooking E. Equipment & utensils	12
II	BAKERY & CONFECTIONERY I. ICINGS & TOPPINGS A. Varieties of icings B. Using of Icings C. Difference between icings & Toppings D. Recipes FROZEN DESSERTS A. Types and classification of Frozen desserts B. Ice-creams – Definitions C. Methods of preparation D. Additives and preservatives used in Ice-cream manufacture	12
III	CHOCOLATE A. History B. Sources C. Manufacture & Processing of Chocolate D. Types of chocolate E. Tempering of chocolate F. Cocoa butter, white chocolate and its applications BREAD MAKING A. Role of ingredients in bread Making B. Bread Faults C. Bread Improvers	12

IV	PRODUCTION MANAGEMENT A. Kitchen Organisation B. Allocation of Work - Job Description, Duty Rosters C. Production Planning D. Production Scheduling E. Production Quality & Quantity Control F. Forecasting & Budgeting G. Yield Management	12
Total		48

Books:

Arora , K.,(1993)Theory of Cookery: Frank Bros.& Co.(Publisher) Ltd

Phillip, E.T.,(2016),Modern Cookery 1&2- Sixth Edition :Publisher-Orient Black Swan

Bali, S.P.,(2017) Theory of Bakery & Patisserie :First Edition-Oxford University Press

Reference Books:

Larousse Gastronomies(1997(-Cookery Encyclopedia; Paul Hamlyn; London

Escoffier; (1983),The Complete Guide to the Art of Modern Cookery; Wiley

COURSE OUTCOME: The students will be expected to:

- State and define different international cuisines
- State and identify different bakery terms and products along with frozen desserts
- Describe the importance of management of the kitchen and other areas of the food production

SYLLABUS (6th SEMESTER)**Subject Name: Food & Beverage Service Theory-VI****Subject Code: HMT192C602****L-T-P-C – 1-1-0-2****Credit Units:2****Scheme of Evaluation: (T)****Course Objective:**

The objectives of the course are to enable the students to describe the food and beverage staff organization, explain the bar operations and state different cocktails and identify their ingredients.

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	FOOD & BEVERAGE STAFF ORGANISATION A. Categories of staff B. Hierarchy C. Job description and specification D. Duty roster MANAGING FOOD & BEVERAGE OUTLET A. Supervisory skills B. Developing efficiency C. Standard Operating Procedure	12
II	BAR OPERATIONS A. Types of Bar □ Cocktail □ Dispense B. Area of Bar C. Front Bar D. Back Bar E. Under Bar (Speed Rack, Garnish Container, Ice well etc.) F. Bar Stock G. Bar Control H. Bar Staffing I. Opening and closing duties	12
III	COCKTAILS & MIXED DRINKS A. Definition and History B. Classification C. Recipe, Preparation and Service of Popular Cocktails	12
IV	Martini – Dry & Sweet - Manhattan – Dry & Sweet - Dubonnet - Roy-Roy - Bronx - White Lady - Pink Lady - Side Car - Bacardi - Champagne Cocktail - Between the Sheets - Daiquiri - Bloody Mary	12
Total		48

Books:

Singaravelavan, R.,(2013),Food and Beverage Service : Oxford University Press

Andrews ,S.,F &B Service: A Training Manual : Publisher- McGraw Hill Education (India) Pvt.Ltd.

Reference Books:

Lilycrap ,D., & Cousins,J.,(2010),Food and Beverage Service - Ninth Edition, Publisher-Hodder Education

COURSE OUTCOME:

The students will be expected to:

- explain the F & B staff organisation
- state the recipes of the different cocktails

SYLLABUS (6th SEMESTER)**Subject Name: Front Office Theory-VI****Subject Code: HMT192C603****L-T-P-C – 1-1-0-2****Credit Units:2****Scheme of Evaluation: (T)****Course Objective:**

The objectives of the course is to impart knowledge to the students of Yield Management concept and Time Share / Vacation Ownership.

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	YIELD MANAGEMENT A. Concept and importance B. Applicability to rooms division <input type="checkbox"/> Capacity management <input type="checkbox"/> Discount allocation <input type="checkbox"/> Duration control C. Measurement yield D. Potential high and low demand tactics E. Yield management software F. Yield management team	12
II	TIMESHARE & VACATION OWNERSHIP <input type="checkbox"/> Definition and types of timeshare options <input type="checkbox"/> Difficulties faced in marketing timeshare business <input type="checkbox"/> Advantages & disadvantages of timeshare business <input type="checkbox"/> Exchange companies -Resort Condominium International, Intervals International <input type="checkbox"/> How to improve the timeshare / referral/condominium concept in India-Government's role/industry role	12
III	FRONT OFFICE & GUEST SAFETY AND SECURITY A. Importance of security systems B. Safe deposit C. Key control D. Emergency situations (Accident, illness, theft, fire, bomb)	12
IV	CONVERSATION WITH GUESTS <input type="checkbox"/> Providing information to guest about the hotel, city, sightseeing, car rentals, historical places, banks, airlines, travel agents, shopping centres and worship places etc. <input type="checkbox"/> Departure (Cashier, Bills Section and Bell Desk)	12
Total		48

Books:

Andrews, S.,(2015),Hotel front office: A Training Manual : Publisher Tata McGraw Hill

Tewari, J.,(2016),Hotel Front Office Operations & Managementby :Publisher-Oxford University Press

Reference Books:

Negi , J.,(2009),Hospitality Reception & Front Office-Procedures & Systems : Publisher S.Chand

COURSE OUTCOME: The students will be expected to:

- state and define yield management concept
- describe time share and vacation ownership
- explain the measures of front office security and techniques to handle unusual situations
- use of French in conversation with guest

SYLLABUS (6th SEMESTER)

Subject Name: Housekeeping Theory-VI

Subject Code: HMT192C604

L-T-P-C – 1-1-0-2

Credit Units: 2

Scheme of Evaluation: (TP)

Course Objective:

The objectives of the course are to enable the students to draw guest room layout, explain safety and security processes to be adopted, explain the interior decoration concepts for hotels

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	SAFETY AND SECURITY A. Safety awareness and accident prevention B. Fire safety and fire fighting C. Crime prevention and dealing with emergency situation	12
II	INTERIOR DECORATION - I A. Elements of design B. Colour and its role in décor –types of colour schemes C. Windows and window treatment	12
III	INTERIOR DECORATION - II A. Lighting and lighting fixtures B. Floor finishes C. Carpets D. Furniture and fittings E. Accessories	12
IV	LAYOUT OF GUEST ROOMS A. Sizes of rooms, sizes of furniture, furniture arrangement B. Principles of design C. Refurbishing and redecoration	12
Total		48

Books:

Andrews , S., (2016), **Hotel Housekeeping: A Training Manual-Third Edition: Publisher- McGraw Hill Education (India) Pvt.Ltd.-2016**

Reference Books:

Raghubalan, G. & Raghubalan, G.,(2017), **Hotel Housekeeping: Operations & Management-Third Edition, Oxford University Press**

SYLLABUS (6th SEMESTER)**Paper: Facility Planning****Subject Code: HMT192C605****Credit Units: 2****L-T-P-C: 2-0-0-2****Course Objective:**

The objectives of the course is to make the students explain standard operating procedures of hotel planning ,project management and operations

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	<p>HOTEL DESIGN</p> <p>A. Design Consideration</p> <ul style="list-style-type: none"> - Attractive Appearance - Efficient Plan - Good location - Suitable material - Good workmanship - Sound financing - Competent Management <p>FACILITIES PLANNING</p> <p>The systematic layout planning pattern (SLP)</p> <p>Planning consideration</p> <p>A. Flow process & Flow diagram</p> <p>B. Procedure for determining space considering the guiding factors for guest room/ public facilities, support facilities & services, hotel administration, internal roads/budget hotel/5 star hotel</p> <p>Architectural consideration</p> <p>A. Difference between carpet area plinth area and super built area, their relationships, reading of blue print (plumbing, electrical, AC, ventilation, FSI, FAR, public Areas)</p> <p>B. Approximate cost of construction estimation</p> <p>C. Approximate operating areas in budget type/5 star type hotel approximate other operating areas per guest room</p> <p>D. Approximate requirement and Estimation of water/electrical load gas, ventilation</p>	10
II	<p>STAR CLASSIFICATION OF HOTEL</p> <p>Criteria for star classification of hotel (Five, four, three, two, one & heritage)</p> <p>KITCHEN</p> <p>A. Equipment requirement for commercial kitchen</p> <ul style="list-style-type: none"> • Heating -gas/electrical • Cooling (for various catering establishment) <p>B. Developing Specification for various Kitchen equipments</p> <p>C. Planning of various support services (pot wash, wet grinding, chef room, larder, store & other staff facilities)</p>	10

	<p>KITCHEN LAY OUT & DESIGN A.Principles of kitchen layout and design B.Areas of the various kitchens with recommended dimension C.Factors that affect kitchen design D.Placement of equipment E.Flow of work F.Space allocation G.Kitchen equipment, manufacturers and selection H.Layout of commercial kitchen (types, drawing a layout of a Commercial kitchen) I.Budgeting for kitchen equipment</p> <p>KITCHEN STEWARDING LAYOUT AND DESIGN A.Importance of kitchen stewarding B.Kitchen stewarding department layout and design C.Equipment found in kitchen stewarding department</p>	
III	<p>STORES – LAYOUT AND DESIGN A.Stores layout and planning (dry, cold and bar) B.Various equipment of the stores C. Work flow in store</p> <p>ENERGY CONSERVATION A. Necessity for energy conservation B. Methods of conserving energy in different area of operation of a hotel C. Developing and implementing energy conservation program for a hotel</p>	10
IV	<p>PROJECT MANAGEMENT A. Introduction to Network analysis B. Basic rules and procedure for network analysis C.C.P.M. and PERT D. Comparison of CPM and PERT</p> <p>CAR PARKING Calculation of car park area for different types of hotels</p>	10
Total		40

Books:

Bansal,T.,(2017),Hotel Facility Planning : Oxford University Press

Roper, O.K., & Payant, P.R.,(2014),The Facility Management Handbook: Publisher- Harper Collins Focus-2014

Reference Books:

Tompkins, A.,(2009),Facilities Planning :Routledge

SYLLABUS (6th SEMESTER)**Subject Name: Food Production Lab-VI****Subject Code: HMT192614****L-T-P-C – 0-0-3-3****Credit Units: 3****Scheme of Evaluation: (P)****Course Objective:**

The objectives of the course are to impart skills to the students for preparation of different Menu Preparations

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	MENU 01 <input type="checkbox"/> Prawn Ball Soup <input type="checkbox"/> Sweet & Sour Pork/ Chicken <input type="checkbox"/> Hakka Noddles MENU 02 <input type="checkbox"/> Hot & Sour soup <input type="checkbox"/> Stir Fried Chicken & Peppers <input type="checkbox"/> Chow Mein MENU 03 <input type="checkbox"/> Sweet Corn Soup <input type="checkbox"/> Tung-Po Mutton/Chicken <input type="checkbox"/> Thukpa MENU 04 <input type="checkbox"/> Wanton Soup <input type="checkbox"/> Fried Wantons <input type="checkbox"/> Shao Mai	12
II	MENU 05 <input type="checkbox"/> Chinese Fried Rice <input type="checkbox"/> Yangchow Fried Rice <input type="checkbox"/> Manchurian fried rice MENU 06 <input type="checkbox"/> Gazpacho <input type="checkbox"/> Pollo EnPepitoria <input type="checkbox"/> Paella MENU 07 <input type="checkbox"/> Minestrone <input type="checkbox"/> Ravioli Arabeata <input type="checkbox"/> Fettocine Carbonara MENU 08 <input type="checkbox"/> Linsensuppe <input type="checkbox"/> Sauerbaaten <input type="checkbox"/> Spatzale	12

III	<p>MENU 09</p> <ul style="list-style-type: none"> <input type="checkbox"/> Scotch Broth <input type="checkbox"/> Roast Beef /Chicken <input type="checkbox"/> Haggis <p>MENU 10</p> <ul style="list-style-type: none"> <input type="checkbox"/> Soupe Avogolemeno <input type="checkbox"/> Moussaka A La Greque <input type="checkbox"/> Dolmas <p>DEMONSTRATION OF</p> <ul style="list-style-type: none"> <input type="checkbox"/> Charcuterie Galantines <input type="checkbox"/> Pate <input type="checkbox"/> Terrines <input type="checkbox"/> Mousselines <p>New Plating Techniques</p>	12
IV	<p>MENU 11</p> <ul style="list-style-type: none"> • Baklava & Harlequin Bread • Crossiants & Black Forest Cake • Pizza base & Honey Praline Parfait • Danish Pastry & Cold Cheese Cake • Ginger Bread & Blancmange • Lavash & Chocolate Parfait • Cinnamon & Raisin Rolls & Souffle Chaud Vanille • Fruit Bread & Plum Pudding • Demonstration of Meringues• Icings• & Topings • Demonstration of Wedding Cake & Ornamental cakes 	12
Total		48

Books:

Arora , K.,(1993)Theory of Cookery: Frank Bros.& Co.(Publisher) Ltd

Phillip, E.T.,(2016),Modern Cookery 1&2- Sixth Edition :Publisher-Orient Black Swan

Bali, S.P.,(2017) Theory of Bakery & Patisserie :First Edition-Oxford University Press

Reference Books:

Larousse Gastronomies(1997(-Cookery Encyclopedia; Paul Hamlyn; London

Escoffier; (1983),The Complete Guide to the Art of Modern Cookery; Wiley

COURSE OUTCOME:

The students will be expected to:

- demonstrate practically the international food items/menu after completion of these above stated practical sessions

SYLLABUS (6th SEMESTER)

Subject Name: Food Beverage Service Lab-VI

Subject Code: HMT192C615

L-T-P-C – 0-0-2-2

Credit Units: 2

Scheme of Evaluation: (P)

Course Objective:

The objectives of the course are to impart skills to the students to organize various F & B outlets, develop supervisory skills and bar operational skills, including, preparation and service of cocktails, Introduce students to F & B Staff organization & Bar Operations

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	F&B Staff Organization Class room Exercise (Case Study method) <input type="checkbox"/> Developing Organization Structure of various Food & Beverage Outlets <input type="checkbox"/> Determination of Staff requirements in all categories <input type="checkbox"/> Making Duty Roster <input type="checkbox"/> Preparing Job Description & Specification	16
II	Supervisory Skills <input type="checkbox"/> Conducting Briefing & Debriefing - Restaurant, Bar, Banquets & Special events <input type="checkbox"/> Drafting Standard Operating Systems (SOPs) for various F & B Outlets <input type="checkbox"/> Supervising Food & Beverage operations <input type="checkbox"/> Preparing Restaurant Log	16
III	Bar Operations <input type="checkbox"/> Designing & Setting the bar <input type="checkbox"/> Preparation & Service of Cocktail & Mixed Drinks	16
Total		48

Books:

Singaravelavan, R.,(2013),Food and Beverage Service : Oxford University Press

Andrews ,S.,F &B Service: A Training Manual : Publisher- McGraw Hill Education (India) Pvt.Ltd.

Reference Books:

Lilycrap ,D., & Cousins,J.,(2010),Food and Beverage Service - Ninth Edition, Publisher-Hodder Education

After completion of this course the students will be able to: -

- organize various F & B outlets,
- exhibit supervisory skills and bar operational skills
- demonstrate the preparation and service of different cocktails & mixed drinks.

SYLLABUS (6th SEMESTER)**Subject Name: Front Office Laboratory -VI****Subject Code: HMT192C616****L-T-P-C – 0-0-2-2****Credit Units: 2****Scheme of Evaluation: (P)****Course Objective:**

The objectives of the course are to impart skills to work on Property Management Systems

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	Train and Supervise Front Office Staff for – <ul style="list-style-type: none">• Receiving,• Greeting,• Welcoming A Guest• Assessing The Guest Requirements in cases like – FIT, VIP, Group, Foreigner	12
II	Practical Hands On – Foreign Currency Exchange <ul style="list-style-type: none">• Procedure• Forms• Certificate• Updating of Imprest Amount	12
III	Practical Hands On – Concierge Operation – <ul style="list-style-type: none">• World Concierge Associations• Les Clef D’or• Procedure for Hotel/Office Pickup and Drop• Using of various forms used in concierge operations	12
IV	Practical Hands On – Baggage Handling – <ul style="list-style-type: none">• Up bell Activity• Down bell Activity• Preparing Arrival Errand Cards• Preparing Departure Errand Cards Left Luggage – <ul style="list-style-type: none">• Uses of LLR• Procedure to keep guest luggage at the LLR	12
Total		48

Books:

Andrews, S.,(2015),Hotel front office: A Training Manual : Publisher Tata McGraw Hill

Tewari, J.,(2016),Hotel Front Office Operations & Managementby :Publisher-Oxford University Press

Reference Books:

Negi , J.,(2009),Hospitality Reception & Front Office-Procedures & Systems : Publisher S.Chand

COURSE OUTCOME: The students will be expected to:

- demonstrate the various operations of the guest cycle on PMS

SYLLABUS (6th SEMESTER)**Subject Name: House Keeping Laboratory -VI****Subject Code: HMT192C617****L-T-P-C – 0-0-2-2****Credit Units: 2****Scheme of Evaluation: (P)****Course Objective:**

The objectives of the course is to make the students demonstrate standard operating procedures of different housekeeping operations and hands on application of first aid and handling of fire safety/firefighting drill

Prerequisites: Must complete the course credit of previous semesters.

Detailed Syllabus:

Modules	Topics / Course content	Periods
I	Standard operating procedure <input type="checkbox"/> skill-oriented task (e.g. cleaning and polishing glass, brass etc) First aid <input type="checkbox"/> first aid kit <input type="checkbox"/> dealing with emergency situation <input type="checkbox"/> maintaining records	12
II	Fire safety fire fighting <input type="checkbox"/> safety measures <input type="checkbox"/> fire drill (demo)	12
III	Special decoration (theme related to hospitality industry) <input type="checkbox"/> indenting <input type="checkbox"/> costing <input type="checkbox"/> planning with time split <input type="checkbox"/> executing	12
IV	Layout of guest room <input type="checkbox"/> to the scale <input type="checkbox"/> earmark pillars <input type="checkbox"/> specification of colours, furniture, fixture, fitting, soft furnishing and accessories etc used	12
Total		48

Books:

Andrews ,S.,(2016),Hotel Housekeeping: A Training Manual-Third Edition:Publisher- McGraw Hill Education (India) Pvt.Ltd.-2016

Reference Books:

Raghubalan,G.& Raghubalan, G.,(2017),Hotel Housekeeping: Operations & Management-Third Edition, Oxford University Press

Course Outcome:

After completion of this course the students will be able to:-

- demonstrate standard operating procedures of different housekeeping operations
- demonstrate first aid applications
- describe fire safety/firefighting drill

SYLLABUS (6th SEMESTER)

Paper: Research Project (Practical)

Subject Code: HMT192C621

L-T-P-C – 0-0-2-2 Credit Units: 2

Once the student finalized the first draft or synopsis in consultation with his / her supervisor during SEM -V, they must plan to write the final research paper during SEM –VI keeping in mind the following:

1. Statement of purpose: tell the reader what you're going to say.
2. Main body of the paper: say it
3. Summary and conclusion: tell the reader what you've said.
4. Stick to the point, avoid digression. State each major idea quickly and then develop it through examples and explanations.
5. Include concrete examples, illustrations, and factual details to back up your generalizations.
6. Criticize, evaluate, illustrate, attack, or defend where appropriate to your topic. Show you've been thinking.
7. As you write, indicate your information source (by # of card or author's name) in the margin beside ideas. You can return later to complete the documenting of your references.
8. Unless your professor has specified otherwise, be sure to introduce quotations and show how they fit in with your position. Don't use them as filler.
9. Read it out loud to check for flow and awkward language. Read for clarity and logical progression and smooth transitions.
10. Find alternate words for ones you are using too often (check a Thesaurus).
11. Check for mechanical errors such as misspelled words, inaccurate punctuation, incorrect grammar, etc.
12. Watch carefully to prevent plagiarism. Be absolutely certain that your documentation gives full credit for all materials used not only in quotations but in paraphrased form.
13. Revise and polish your tentative draft for final project
14. Type the final version of your report. Double space and allow for proper margins.
15. Follow the exact format prescribed by your instructor for the title page, bibliography and documentation. This may vary from topic to topic, so be sure to check if you're in doubt.
16. Double check your documentation against your alphabetized bibliography. Make certain that all of your documentation is accurately tied to the references listed in your bibliography.
17. After typing, be sure to proof read for typos and other errors.
18. Hand your paper in!!

Remember all research is expected to show originality as it provides significant contribution to enhancing knowledge. Do give reference of ideas, quotes etc. in your paper from wherever it has been borrowed. The research paper must be accompanied by a certificate to the effect that it is an original piece of work. If at any stage it is found that the research paper has been copied, in part or full, it is likely to be cancelled and the student failed in the subject.

TEACHING LEARNING METHODOLOGIES (TLM)

Teaching Learning Methodologies (TLM):

The learning Outcomes -based Approach requires that the Teaching Learning Methodologies should be instrumental in attaining the following well defined learning outcomes relating to undergraduate programme in Hotel Management

1. The outcome-based approach, especially in the context of HOTEL MANAGEMENT studies requires a significant shift from teacher-centric to learner-centric pedagogies and from one-way passive to two-way active participatory approach.
2. Both teaching and learning should be based on critical thinking.
3. Every programme of HOTEL MANAGEMENT studies should lend itself to well-structured and sequenced acquisition of knowledge and skills.
4. Practical knowledge including an appreciation of the link between theory and practical should constitute an important aspect of the Teaching Learning Methodologies.
- 5 Teaching Learning Methodologies guided by such a framework, should include:
 - (a) Lectures supported by group tutorial work, practical and field-based learning.
 - (b) The use of prescribed text-book see-learning resources and refer to other indispensable study materials.
 - (c) Relevant, useful and applicable project work in which some of them may be team-based.
 - (d) Activities be designed to develop generic/transferable and subject-specific skills.
 - (e) Internship of media or communication-related fields.
 - (f) Regular and frequent visits to field sites and industries.
 - (g) Availability of primary research facilities.

UGC Guidelines on Adoption of Choice Based Credit System (CBCS):