

## SEMESTER – II (17 WEEKS)

### KITM Component

#### MINIMUM CONTACT HOURS FOR EACH SUBJECT

No.	Subject code	Subject	Contact Hours per Semester	
			Th.	Pr.
1	CTHM151	Foundation Course in Food Production - II	30	120
2	CTHM152	Foundation Course in Food & Beverage Service - II	30	60
3	CTHM153	Foundation Course in Front Office - II	30	30
4	CTHM154	Foundation Course in Accommodation Operations - II	30	30
5	CTHM109	Communication	30	-
TOTAL:			150	240
GRAND TOTAL			390	

#### WEEKLY TEACHING SCHEME (17 WEEKS)

No.	Subject code	Subject	Hours per week	
			Th.	Pr.
1	CTHM151	Foundation Course in Food Production - II	02	08
2	CTHM152	Foundation Course in Food & Beverage Service - II	02	04
3	CTHM153	Foundation Course in Front Office - II	02	02
4	CTHM154	Foundation Course in Accommodation Operations - II	02	02
5	CTHM109	Communication	02	-
TOTAL:			10	16
GRAND TOTAL			26	

### EXAMINATION SCHEME

No.	Subject code	Subject	Term Marks*	
			Th.	Pr./inter.
1	CTHM151	Foundation Course in Food Production - II	75	25
2	CTHM152	Foundation Course in Food & Beverage Service – II	75	25
3	CTHM153	Foundation Course in Front Office - II	75	25
4	CTHM154	Foundation Course in Accommodation Operations – II	75	25
7	CTHM109	Communication	75	25
TOTAL:			375	125
GRAND TOTAL			500	

\* Term marks will comprise 25% Internal & 75% Term end exam marks.

**CTHM151 - FOUNDATION COURSE IN FOOD PRODUCTION – II**  
**(THEORY)HOURS ALLOTTED: 30      MAXIMUM MARKS: 100**

S.No.	Topic	Hours	Weight age
01	<b>SOUPS</b> A. Basic recipes other than consommé with menu examples <ul style="list-style-type: none"> <li>• Broths</li> <li>• Bouillon</li> <li>• Puree</li> <li>• Cream</li> <li>• Veloute</li> <li>• Chowder</li> <li>• Bisque etc</li> </ul> B. Garnishes and accompaniments C. International soups	02	10%
02	<b>SAUCES &amp; GRAVIES</b> A. Difference between sauce and gravy B. Derivatives of mother sauces C. Contemporary & Proprietary	03	10%
03	<b>MEAT COOKERY</b> A. Introduction to meat cookery B. Cuts of beef/veal C. Cuts of lamb/mutton D. Cuts of pork E. Variety meats (offals) F. Poultry (With menu examples of each)	04	15%
04	<b>FISH COOKERY</b> A. Introduction to fish cookery B. Classification of fish with examples C. Cuts of fish with menu examples D. Selection of fish and shell fish E. Cooking of fish (effects of heat)	03	10%
05	<b>RICE, CEREALS &amp; PULSES</b> A. Introduction B. Classification and identification C. Cooking of rice, cereals and pulses D. Varieties of rice and other cereals	01	5%
06	i) <b>PASTRY</b> A. Short crust B. Laminated C. Choux D. Hot water/Rough puff <ul style="list-style-type: none"> <li>• Recipes and methods of preparation</li> <li>• Differences</li> <li>• Uses of each pastry</li> <li>• Care to be taken while preparing pastry</li> <li>• Role of each ingredient</li> <li>• Temperature of baking pastry</li> </ul>	02	5%



	<b>ii) MASALAS</b> A. Blending of spices B. Different masalas used in Indian cookery <ul style="list-style-type: none"> <li>• Wet masalas</li> <li>• Dry masalas</li> </ul> C. Composition of different masalas D. Varieties of masalas available in regional areas E. Special masala blends		
10	<b>KITCHEN ORGANIZATION AND LAYOUT</b>  A. General layout of the kitchen in various organisations B. Layout of receiving areas C. Layout of service and wash up	02	10%
<b>TOTAL</b>		30	100%

**FOUNDATION COURSE IN FOOD PRODUCTION – II (PRACTICAL)**

**PART A - COOKERY**

**HOURS ALLOTTED: 60**

**MAXIMUM MARKS: 50**

<b>S.No</b>	<b>Topic</b>	<b>Method</b>	<b>Hours</b>
1	<ul style="list-style-type: none"> <li>• Meat – Identification of various cuts, Carcass demonstration</li> <li>• Preparation of basic cuts-Lamb and Pork Chops , Tornado, Fillet, Steaks and Escalope</li> <li>• Fish-Identification &amp; Classification</li> <li>• Cuts and Folds of fish</li> </ul>	Demonstrations & simple applications	04
2	<ul style="list-style-type: none"> <li>• Identification, Selection and processing of Meat, Fish and poultry.</li> <li>• Slaughtering and dressing</li> </ul>	Demonstrations at the site in local Area/Slaughtering house/Market	04
3	<p>Preparation of menu</p> <p><b>Salads &amp; soups-</b> waldrof salad, Fruit salad, Russian salad, salade nicoise, Cream (Spinach, Vegetable, Tomato), Puree (Lentil, Peas Carrot) International soups</p> <p><b>Chicken, Mutton and Fish Preparations-</b> Fish orly, a la anglaise, colbert, meuniere, poached, baked Entrée-Lamb stew, hot pot, shepherd's pie, grilled steaks &amp; lamb/Pork chops, Roast chicken, grilled chicken, Leg of Lamb, Beef</p> <p><b>Simple potato preparations-</b> Basic potato dishes</p> <p><b>Vegetable preparations-</b> Basic vegetable dishes</p> <p><b>Indian cookery-</b> Rice dishes, Breads, Main course, Basic Vegetables, Paneer Preparations</p>	Demonstration by instructor and applications by students	52
TOTAL			60

**PART B - BAKERY & PATISSERIE**  
**HOURS ALLOTTED: 60      MAXIMUM MARKS: 50**

S.No	Topic	Method	Hours
1	<b>PASTRY:</b> Demonstration and Preparation of dishes using varieties of Pastry <ul style="list-style-type: none"> <li>• Short Crust – Jam tarts, Turnovers</li> <li>• Laminated – Palmiers, Khara Biscuits, Danish Pastry, Cream Horns</li> <li>• Choux Paste – Eclairs, Profiteroles</li> </ul>	Demonstration by instructor and applications by students	20
2	<b>COLD SWEET</b> <ul style="list-style-type: none"> <li>• Honeycomb mould</li> <li>• Butterscotch sponge</li> <li>• Coffee mousse</li> <li>• Lemon sponge</li> <li>• Trifle</li> <li>• Blancmange</li> <li>• Chocolate mousse</li> <li>• Lemon soufflé</li> </ul>	Demonstration by instructor and applications by students	20
3	<b>HOT SWEET</b> <ul style="list-style-type: none"> <li>• Bread &amp; butter pudding</li> <li>• Caramel custard</li> <li>• Albert pudding</li> <li>• Christmas pudding</li> </ul>	Demonstration by instructor and applications by students	12
4	<b>INDIAN SWEETS</b> Simple ones such as chicoti, gajjar halwa, kheer	Demonstration by instructor and applications by students	08
<b>TOTAL</b>			<b>60</b>

**CTHM152 - FOUNDATION COURSE IN FOOD & BEVERAGE SERVICE – II**  
**(THEORY) HOURS ALLOTTED: 30      MAXIMUM MARKS: 100**

S.No.	Topic	Hours	Weight age
01	<p><b>MEALS &amp; MENU PLANNING:</b></p> <p>A. Origin of Menu</p> <p>B. Objectives of Menu Planning</p> <p>C. Types of Menu</p> <p>D. Courses of French Classical Menu</p> <ul style="list-style-type: none"> <li>• Sequence</li> <li>• Examples from each course</li> <li>• Cover of each course</li> <li>• Accompaniments</li> </ul> <p>E. French Names of dishes</p> <p>F. Types of Meals</p> <ul style="list-style-type: none"> <li>• Early Morning Tea</li> <li>• Breakfast (English, American Continental, Indian)</li> <li>• Brunch</li> <li>• Lunch</li> <li>• Afternoon/High Tea</li> <li>• Dinner</li> <li>• Supper</li> </ul>	<p>01</p> <p>02</p> <p>01</p> <p>05</p> <p>03</p> <p>03</p>	
02	<p><b>I PREPARATION FOR SERVICE</b></p> <p>A. Organising Mise-en-scene</p> <p>B. Organising Mise en place</p> <p><b>II TYPES OF FOOD SERVICE</b></p> <p>A. Silver service</p> <p>B. Pre-plated service</p> <p>C. Cafeteria service</p> <p>D. Room service</p> <p>E. Buffet service</p> <p>F. Gueridon service</p> <p>G. Lounge service</p>	<p>02</p> <p>04</p>	
03	<p><b>SALE CONTROL SYSTEM</b></p> <p>A. KOT/Bill Control System (Manual)</p> <ul style="list-style-type: none"> <li>• Triplicate Checking System</li> <li>• Duplicate Checking System</li> <li>• Single Order Sheet</li> <li>• Quick Service Menu &amp; Customer Bill</li> </ul> <p>B. Making bill</p> <p>C. Cash handling equipment</p> <p>D. Record keeping (Restaurant Cashier)</p>	<p>06</p>	



04	<b>TOBACCO</b>  A. History B. Processing for cigarettes, pipe tobacco & cigars C. Cigarettes – Types and Brand names D. Pipe Tobacco – Types and Brand names E. Cigars – shapes, sizes, colours and Brand names F. Care and Storage of cigarettes & cigars	03	
<b>TOTAL</b>		30	100%

**FOUNDATION COURSE IN FOOD & BEVERAGE SERVICE – II (PRACTICAL)**

**HOURS ALLOTTED: 60**

**MAXIMUM MARKS: 100**

<b>S.No</b>	<b>Topic</b>	<b>Hours</b>		
01	<b>REVIEW OF SEMESTER -1</b>	04		
02	<p><b>TABLE LAY-UP &amp; SERVICE</b></p> <p>Task-01: A La Carte Cover                      Task-02: Table d' Hote Cover                      Task-03: English Breakfast Cover                      Task-04: American Breakfast Cover                      Task-05: Continental Breakfast Cover                      Task-06: Indian Breakfast Cover                      Task-07: Afternoon Tea Cover                      Task-08: High Tea Cover</p> <p><b>TRAY/TROLLEY SET-UP &amp; SERVICE</b></p> <p>Task-01: Room Service Tray Setup                      Task-02: Room Service Trolley Setup</p>	16		
03	<p><b>PREPARATION FOR SERVICE (RESTAURANT)</b></p> <p>A. Organizing Mise-en-scene                      B. Organizing Mise-en-Place                      C. Opening, Operating &amp; Closing duties</p>	04		
04	<p><b>PROCEDURE FOR SERVICE OF A MEAL</b></p> <p>Task-01: Taking Guest Reservations                      Task-02: Receiving &amp; Seating of Guests                      Task-03: Order taking &amp; Recording                      Task-04: Order processing (passing orders to the kitchen)                      Task-05: Sequence of service                      Task-06: Presentation &amp; Encashing the Bill                      Task-07: Presenting &amp; collecting Guest comment cards                      Task-08: Seeing off the Guests</p>	08		
05	<p><b>Social Skills</b></p> <p>Task-01: Handling Guest Complaints                      Task-02: Telephone manners                      Task-03: Dining &amp; Service etiquettes</p>	04		
06	<p><b>Special Food Service - (Cover, Accompaniments &amp; Service)</b></p> <p>Task-01: Classical Hors d' oeuvre</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• Oysters</li> <li>• Caviar</li> <li>• Smoked Salmon</li> <li>• Pate de Foie Gras</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• Snails</li> <li>• Melon</li> <li>• Grapefruit</li> <li>• Asparagus</li> </ul> </td> </tr> </table> <p>Task-02: Cheese                      Task-03: Dessert (Fresh Fruit &amp; Nuts)</p>	<ul style="list-style-type: none"> <li>• Oysters</li> <li>• Caviar</li> <li>• Smoked Salmon</li> <li>• Pate de Foie Gras</li> </ul>	<ul style="list-style-type: none"> <li>• Snails</li> <li>• Melon</li> <li>• Grapefruit</li> <li>• Asparagus</li> </ul>	12
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	<b>Service of Tobacco</b> <ul style="list-style-type: none"> <li>• Cigarettes &amp; Cigars</li> </ul>	
07	<b>Restaurant French:</b> To be taught by a professional French language teacher. <ul style="list-style-type: none"> <li>• Restaurant Vocabulary (English &amp; French)</li> <li>• French Classical Menu Planning</li> <li>• French for Receiving, Greeting &amp; Seating Guests</li> <li>• French related to taking order &amp; description of dishes</li> </ul>	12
<b>TOTAL</b>		<b>60</b>

**CTHM153 - FOUNDATION COURSE IN FRONT OFFICE OPERATIONS – II  
(THEORY)HOURS ALLOTTED: 30 MAXIMUM MARKS: 100**

<b>S.No.</b>	<b>Topic</b>	<b>Hours</b>	<b>Weight age</b>
01	<b>TARIFF STRUCTURE</b>  A. Basis of charging B. Plans, competition, customer's profile, standards of service & amenities C. Hubbart formula D. Different types of tariffs <ul style="list-style-type: none"> <li>• Rack Rate</li> <li>• Discounted Rates for Corporates, Airlines, Groups &amp; Travel Agents</li> </ul>	04	10%
02	<b>FRONT OFFICE AND GUEST HANDLING</b>  <ul style="list-style-type: none"> <li>• Introduction to guest cycle</li> <li>• Pre arrival</li> <li>• Arrival</li> <li>• During guest stay</li> <li>• Departure</li> <li>• After departure</li> </ul>	04	10%
03	<b>RESERVATIONS</b>  A. Importance of reservation B. Modes of reservation C. Channels and sources (FITs, Travel Agents, Airlines, GITs) D. Types of reservations (Tentative, confirmed, guaranteed etc.) E. Systems (non automatic, semi automatic fully automatic) F. Cancellation G. Amendments H. Overbooking	07	25%
04	<b>ROOM SELLING TECHNIQUES</b>  A. Up selling B. Discounts	02	05%
05	<b>ARRIVALS</b>  A. Preparing for guest arrivals at Reservation and Front Office B. Receiving of guests C. Pre-registration D. Registration (non automatic, semi automatic and automatic) E. Relevant records for FITs, Groups, Air crews & VIPs	05	20%
06	<b>DURING THE STAY ACTIVITIES</b>  A. Information services B. Message and Mail Handling C. Key Handling D. Room selling technique	06	20%

	E. Hospitality desk F. Complaints handling G. Guest handling H. Guest history		
07	<b>FRONT OFFICE CO-ORDINATION</b>  With other departments of hotel	02	10%
<b>TOTAL</b>		30	100

**FOUNDATION COURSE IN FRONT OFFICE OPERATIONS – II (PRACTICALS)**

**HOURS ALLOTTED: 30      MAXIMUM MARKS: 100**

Hands on practice of computer applications on PMS.

S.No.	Suggested tasks on Fidelio
1	Hot function keys
2	Create and update guest profiles
3	Make FIT reservation
4	Send confirmation letters
5	Printing registration cards
6	Make an Add-on reservation
7	Amend a reservation
8	Cancel a reservation-with deposit and without deposit
9	Log onto cashier code
10	Process a reservation deposit
11	Pre-register a guest
12	Put message and locator for a guest
13	Put trace for guest
14	Check in a reserved guest
15	Check in day use
16	Check –in a walk-in guest
17	Maintain guest history
18	Issue a new key
19	Verify a key
20	Cancel a key
21	Issue a duplicate key
22	Extend a key
23	Programme keys continuously
24	Re-programme keys
25	Programme one key for two rooms

**CTHM154 - FOUNDATION COURSE IN ACCOMMODATION OPERATIONS – II  
(THEORY) HOURS ALLOTTED: 30 MAXIMUM MARKS: 100**

<b>S.No.</b>	<b>Topic</b>	<b>Hours</b>	<b>Weight age</b>
01	<b>ROOM LAYOUT AND GUEST SUPPLIES</b> A. Standard rooms, VIP ROOMS B. Guest's special requests	04	15%
02	<b>AREA CLEANING</b> A. Guest rooms B. Front-of-the-house Areas C. Back-of-the house Areas D. Work routine and associated problems e.g. high traffic areas, Façade cleaning etc.	06	20%
03	<b>ROUTINE SYSTEMS AND RECORDS OF HOUSE KEEPING DEPARTMENT</b> A. Reporting Staff placement B. Room Occupancy Report C. Guest Room Inspection D. Entering Checklists, Floor Register, Work Orders, Log Sheet. E. Lost and Found Register and Enquiry File F. Maid's Report and Housekeeper's Report G. Handover Records H. Guest's Special Requests Register I. Record of Special Cleaning J. Call Register K. VIP Lists	10	35%
04	<b>TYPES OF BEDS AND MATTRESSES</b>	02	5%
05	<b>PEST CONTROL</b> A. Areas of infestation B. Preventive measures and Control measure	03 03	20%
06	<b>KEYS</b> A. Types of keys B. Computerised key cards C. Key control	02	5%
<b>TOTAL</b>		30	100%

**FOUNDATION COURSE IN ACCOMMODATION OPERATIONS – II (PRACTICAL)**  
**HOURS ALLOTTED: 30                      MAXIMUM MARKS: 100**

S.No.	Topic	Hours
01	Review of semester 1	2
02	<p>Servicing guest room(checkout/ occupied and vacant)</p> <p><u>ROOM</u></p> <p>Task 1- open curtain and adjust lighting            Task 2-clean ash and remove trays if any            Task 3- strip and make bed            Task 4- dust and clean drawers and replenish supplies            Task 5-dust and clean furniture, clockwise or anticlockwise            Task 6- clean mirror            Task 7- replenish all supplies            Task 8-clean and replenish minibar            Task 9-vaccum clean carpet            Task 10- check for stains and spot cleaning</p> <p><u>BATHROOM</u></p> <p>Task 1-disposed soiled linen            Task 2-clean ashtray            Task 3-clean WC            Task 4-clean bath and bath area            Task 5-wipe and clean shower curtain            Task 6- clean mirror            Task 7-clean tooth glass            Task 8-clean vanitory unit            Task 9- replenish bath supplies            Task 10- mop the floor</p>	6
03	<p>Bed making supplies (day bed/ night bed)</p> <p>Step 1-spread the first sheet(from one side)            Step 2-make miter corner (on both corner of your side)            Step 3- spread second sheet (upside down)            Step 4-spread blanket            Step 5- Spread crinkle sheet            Step 6- make two folds on head side with all three (second sheet, blanket and crinkle sheet)            Step 7- tuck the folds on your side            Step 8- make miter corner with all three on your side            Step 9- change side and finish the bed in the same way            Step 10- spread the bed spread and place pillow</p>	8
04	<p>Records</p> <ul style="list-style-type: none"> <li>• Room occupancy report</li> <li>• Checklist</li> <li>• Floor register</li> <li>• Work/ maintenance order]</li> <li>• Lost and found</li> <li>• Maid's report</li> <li>• Housekeeper's report</li> <li>• Log book</li> </ul>	4

	<ul style="list-style-type: none"> <li>• Guest special request register</li> <li>• Record of special cleaning</li> <li>• Call register</li> <li>• VIP list</li> <li>• Floor linen book/ register</li> </ul>	
05	Guest room inspection	2
06	Minibar management <ul style="list-style-type: none"> <li>• Issue</li> <li>• stock taking</li> <li>• checking expiry date</li> </ul>	2
07	Handling room linen/ guest supplies <ul style="list-style-type: none"> <li>• maintaining register/ record</li> <li>• replenishing floor pantry</li> <li>• stock taking</li> </ul>	4
08	Guest handling <ul style="list-style-type: none"> <li>• Guest request</li> <li>• Guest complaints</li> </ul>	2



**CTHM109 - COMMUNICATION**  
**HOURS ALLOTTED: 30      MAXIMUM MARKS: 50**

S.No.	Topic	Hours	Weight age
01	<b>BUSINESS COMMUNICATION</b> A. Need B. Purpose C. Nature D. Models E. Barriers to communication F. Overcoming the barriers	7	20%
02	<b>LISTENING ON THE JOB</b>  A. Definition B. Levels and types of listening C. Listening barriers D. Guidelines for effective listening E. Listening computerization and note taking	6	20%
03	<b>EFFECTIVE SPEAKING</b> A. Restaurant and hotel English B. Polite and effective enquiries and responses C. Addressing a group D. Essential qualities of a good speaker E. Audience analysis F. Defining the purpose of a speech, organizing the ideas and delivering the speech	7	20%
04	<b>NON VERBAL COMMUNICATION</b> A. Definition, its importance and its inevitability B. Kinesics: Body movements, facial expressions, posture, eye contact etc. C. Protemies: The communication use of space D. Paralanguage: Vocal behaviour and its impact on verbal communication E. Communicative use of artifacts – furniture, plants, colours, architects etc.	4	15%
05	<b>SPEECH IMPROVEMENT</b> A. Pronunciation, stress, accent B. Important of speech in hotels C. Common phonetic difficulties D. Connective drills exercises E. Introduction to frequently used foreign sounds	4	15%
06	<b>USING THE TELEPHONE</b> A. The nature of telephone activity in the hotel industry B. The need for developing telephone skills C. Developing telephone skills	2	10%
<b>TOTAL</b>		30	100%

## FOUNDATION COURSE IN TOURISM (CTHM110)

Tourism has been acknowledged as one of the most rapidly growing industries in recent years. Yet it has not received adequate attention as an academic discipline which it rightly deserves. This course has been designed with the objective of making up for this lacuna by introducing to you some foundational concepts of tourism studies. The emphasis here has been on the situation obtaining in India, though we have not been unduly different about borrowing concepts and terms from similar studies undertaken in other parts of the world. You will thus find details on the historical evolution of tourism along with core definitions of tourism industry in this course. Tourism services and operations, planning and policy, and marketing and communications form other Blocks of the course. Finally we have also dealt with the geography and tourism and the relationship between cultural heritage and tourism development in this course.

### Syllabus

#### **Block-1          Tourism Phenomenon**

- Unit 1      Understanding Tourism – I
- Unit 2      Understanding Tourism – II
- Unit 3      Historical Evolution and Development

#### **Block-2          Tourism Industry**

- Unit 4      Tourism System
- Unit 5      Constituents of Tourism Industry and Tourism Organisations
- Unit 6      Tourism Regulations
- Unit 7      Statistics and Measurements

#### **Block-3          Tourism Services and Operations – 1**

- Unit 8      Modes of Transport
- Unit 9      Tourist Accommodation
- Unit 10     Informal Services in Tourism
- Unit 11     Subsidiary Services: Categories and Roles
- Unit 12     Shops, Emporiums and Melas (Fairs)

#### **Block-4          Tourism Services and Operations – 2**

- Unit 13     Travel Agency
- Unit 14     Tour Operators
- Unit 15     Guides and Escorts
- Unit 16     Tourism Information

**Block-5**            **Geography and Tourism**

- Unit    17        India's Biodiversity: Landscape, Environment and Ecology
- Unit    18        Seasonality and Destinations
- Unit    19        Map and Chart Work

**Block-6**            **Tourism Marketing and Communications**

- Unit    20        Tourism Marketing – 1: Relevance, Product Design, Market Research
- Unit    21        Tourism Marketing – 2: Promotional Events, Advertising Publicity, Selling
- Unit    22        Role of Media
- Unit    23        Writing for Tourism
- Unit    24        Personality Development and Communicating Skills

**Block-7**            **Tourism: The Cultural Heritage**

- Unit    25        Use of History
- Unit    26        Monuments and Museums
- Unit    27        Living Culture and Performing Arts
- Unit    28        Religions of India

**Block-8**            **Tourism: Planning and Policy**

- Unit    29        Tourism Policy and Planning
- Unit    30        Infrastructural Development
- Unit    31        Local Bodies, Officials and Tourism
- Unit    32        Development, Dependency and Manila Declaration

**Block-9**            **Tourism Impact**

- Unit    33        Economic Impact
- Unit    34        Social, Environmental and Political Impacts
- Unit    35        Threats and Obstacles to Tourism

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