

LESSON PLAN 2025-26 (Winter)

(1st SEMESTER HM&CT)

DISCIPLINE:HM&CT	SEMESTER:1ST (W)	NAMEOFTHETEACHINGFACULTY: SMT ANITA KUMARI PATI
SUBJECT: TH 2 FOOD & BEVERAGE SERVICE - I	NO.OFDAYS/PER WEEKCLASS ALLOTTED:4	SEMESTER FROM DATE: 06/08/2025 TO DATE:04/12/2025 NO.OFWEEKS: 15
WEEK	CLASSDAY	THEORY/PRACTICALTOPICS
1 ST	1 ST 2 ND 3 RD 4 TH	Unit 1: THE HOTEL & CATERING ESTABLISHMENT 1.1 Introduction to the Hotel Industry and growth of the hotel Industry in India. 1.2 Role & Catering establishment in the travel/tourism industry. 1.3 Type of F&B operations.
2 ND	1 ST 2 ND 3 RD 4 TH	1.4 Classification of Commercial Residential/Non-Residential. 1.5 Welfare Catering-Industrial/Institutional/Transport such as air, road, rail, sea, etc. 1.6 Structure of the catering industry- a brief description of each.
3 RD	1 ST 2 ND 3 RD 4 TH	Unit 2: VARIOUS TYPES OF F & B OUTLETS 2.1 Specialty Restaurants. 2.2 Coffee Shop 2.3 Cafeteria 2.4 Fast Food (Quick Service Restaurants)
4 TH	1 ST 2 ND 3 RD 4 TH	2.6 Banquets 2.7 Bar 2.8 Vending Machines 2.9 Discothèque
5 TH	1 ST 2 ND 3 RD 4 TH	Unit 3: FOOD AND BEVERAGE SERVICE PERSONNEL 3.1 Food and Beverage Service Personnel 3.2 Staff organization- the principal staff of different types of restaurants. 3.3 Duties & responsibilities of the service staff. 3.4 Duties and responsibilities of service staff – Job Descriptions and Job Specifications.
6 TH	1 ST 2 ND 3 RD 4 TH	3.5 Attitude and Attributes of Food and Beverage Service Personnel - personal hygiene, punctuality, personality attitude towards guests, appearance, salesmanship, sense of urgency, customer satisfaction. 3.6 Basic Etiquettes for catering staff. 3.7 Interdepartmental relationship.
7 TH	1 ST 2 ND 3 RD 4 TH	Unit 4: ANCILLARY DEPARTMENTS 4.1 Pantry 4.2 Food pick-up area 4.3 Store 4.4 Linen room 4.5 Kitchen stewarding.
8 TH	1 ST 2 ND 3 RD 4 TH	Unit 5: F&B SERVICE EQUIPMENT 5.1 Familiarization & Selection factors of 5.2 Cutlery 5.3 Crockery
9 TH	1 ST 2 ND 3 RD 4 TH	5.4 Glassware 5.5 Flatware 5.6 Hollowware 5.7 All other requirement used in F&B Service.

10 TH	1 ST 2 ND 3 RD 4 TH	Unit 6: NON-ALCOHOLIC BEVERAGES Classification (Nourishing, Stimulating and Refreshing Beverages) A. Tea Origin & Manufacture Types & Brands
11 TH	1 ST 2 ND 3 RD 4 TH	B. Coffee Origin & Manufacture Types & Brands C. Juices and Soft Drinks D. Cocoa & Malted Beverages Origin & Manufacture
12 TH	1 ST 2 ND 3 RD 4 TH	Unit 7: TYPES OF MEALS Breakfast – Introduction, Types, Service methods, a la carte, and TDH setups. 7.1 Brunch 7.2 Lunch
13 TH	1 ST 2 ND 3 RD 4 TH	7.3 Hi- tea 7.4 Supper 7.5 Dinner
14 TH	1 ST 2 ND 3 RD 4 TH	Unit 8: DEPARTMENTAL ORGANISATION & STAFFING 8.1 Organization of F&B department of hotel. 8.2 Principal staff of various types of F&B operations. 8.3 French terms related to F&B staff.
15 TH	1 ST 2 ND 3 RD 4 TH	8.4 Duties & responsibilities of F&B staff. 8.5 Attributes of a waiter. 8.6 Inter-departmental relationships (within F&B and other department)

Amal Kals
06/08/25

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R. S.
06/08/25

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Academic Co-ordinator

DISCIPLINE: HM&CT	SEMESTER: 1ST(W)	NAME OF THE TEACHING FACULTY:
SUBJECT: TH 3 FOOD PRODUCTION -I	NO. OF DAYS/PER WEEK CLASS ALLO TTED: 4	SEMESTER FROM DATE: 06/08/2025 TODATE: 04/12/2025 NO. OF WEEKS: 15
WEEK	CLASS DAY	THEORY/PRACTICAL TOPICS
1 ST	1 ST 2 ND 3 RD 4 TH	UNIT 1 - INTRODUCTION TO COOKERY 1.1 Culinary History- Development of the Culinary Art from the middle ages to modern cookery. 1.2 modern hotel kitchens 1.3 Nouvelle Cuisine 1.4 Cuisine Mincer 1.5 Indian Regional Cuisine 1.6 Popular International Cuisine (An Introduction) of French, Italian and Chinese Cuisine.
2 ND	1 ST 2 ND 3 RD 4 TH	UNIT 2 - HIERACHY OF KITCHEN STAFFING 2.1 Classical brigade 2.2 Modern staffing in various star hotels 2.3 Role of executives' chefs 2.4 Duties & responsibilities of various chefs 2.5 Cooperation with other departments
3 RD	1 ST 2 ND 3 RD 4 TH	UNIT 3 - KITCHEN ORGANISATION & LAYOUT 3.1 General Layout of kitchen in various organizations. 3.2 Layout of receiving areas. 3.3 Layout of storage areas. 3.4 Layout of service and wash up.
4 TH	1 ST 2 ND 3 RD 4 TH	UNIT 4 - EQUIPMENT & FUELS 4.1 Various fuel used in cooking. 4.2 Advantages & disadvantages of each. 4.3 Different equipments used in food production.
5 th	1 st 2 nd 3 rd 4 th	UNIT 5 - METHODS OF COOKING 5.1 Roasting 5.2 Grilling 5.3 Frying 5.4 Baking 5.5 Broiling 5.6 Poaching 5.7 Boiling 5.8 Principles of each of the above.
6 TH	1 st 2 nd 3 rd 4 th	UNIT 6 - BASIC PRINCIPLE OF FOOD PRODUCTION 6.1 Vegetables & Fruits cookery 6.2 Introduction, classification of vegetables. 6.3 Pigments and color changes. 6.4 Cuts of vegetables. 6.5 Classification of fruits. 6.6 Salad & Salad dressing.

7 th	1 st 2 nd 3 rd 4 th	UNIT 7 - BASIC COMMODITIES (MILK, CREAM, BUTTER, CHEESE) A. Milk: 1. Introduction 2. Processing of Milk. 3. Pasteurization Homogenization 4. Types of milk e.g. Skimmed, condensed. 5. Nutritive value.
8 TH	1 st 2 nd 3 rd 4 th	B. Cream: 1. Introduction 2. Processing of cream 3. Types of cream.
9 TH	1 ST 2 ND 3 RD 4 TH	C. Butter: 1. Introduction 2. Processing of Butter 3. Types of Butter
10 TH	1 ST 2 ND 3 RD 4 TH	D. Cheese: 1. Introduction 2. Processing of cheese. 3. Types of cheese 4. Classification of cheese. 5. Uses of cheese.
11 TH	1 st 2 nd 3 rd 4 th	UNIT 8 – EGG COOKERY 8.1 Introduction to egg cookery 8.2 Structure of an egg. 8.3 Selection of egg. 8.4 Methods of cooking egg.
12 TH	1 st 2 nd 3 rd 4 th	UNIT 9 – AIMS & OBJECTIVES OF COOKING 9.1 Aims and objectives of cooking food. 9.2 Classification – Cooking Materials and their uses. 9.3 Foundation ingredients – meaning, action of heat on carbohydrates, fats, proteins, minerals and vitamins.
13 th	1 st 2 nd 3 rd 4 th	9.4 Fats and oils – meaning & examples of fats & oils, quality for shortenings, commonly used fats and oils and their sources & uses. 9.5 Raising agent- functions of raising agents.
14 th	1 st 2 nd 3 rd 4 th	UNIT 10 – RICE, CEREALS, PULSES, SPICES & CONDINENTS 10.1 Introduction 10.2 Classification & Identification 10.3 Cooking of rice, cereals and pulses. 10.4 Various of rice & cereals. 10.5 Spices used in Indian cookery with names 10.6 Role of spices in Indian cookery

15 th	1 st 2 nd 3 rd 4 th	UNIT 11 – CARE & MAINTAINANCE OF EQUIPMENTS 11.1 Equipment used in kitchen. 11.2 Types of Kitchen Equipment – Diagrams, Uses, Maintenance, Criteria for Selection.
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DISCIPLINE: HM&CT	SEMESTER: 1ST (W)	NAME OF THE TEACHING FACULTY:
SUBJECT: TH 4 FRONT OFFICE	NO. OF DAYS/PER WEEK CLASS ALLOTTED: 4	SEMESTER FROM DATE: 06/08/2025 TO DATE: 04/12/2025 NO. OF WEEKS: 15
WEEK	CLASS DAY	THEORY/PRACTICAL TOPICS
1 ST	1 st 2 nd 3 rd 4 th	Unit 1: INTRODUCTION TO TOURISM, HOSPITALITY & HOTEL INDUSTRY: 1.1 Historical background 1.2 Introduction to hotel Industry in India.
2 ND	1 st 2 nd 3 rd 4 th	Unit 2: CLASSIFICATION OF HOTELS 2.1 Size 2.2 Star 2.3 Location & Clientele 2.4 Ownership basis 2.5 Independent hotels
3 RD	1 st 2 nd 3 rd 4 th	2.6 Management contracted hotel 2.7 Chains 2.8 Franchise / affiliated 2.9 Supplementary accommodation 2.10 Time Share and condominium
4 RD	1 st 2 nd 3 rd 4 th	Unit 3: TYPES OF ROOMS 3.1 Single 3.2 Double 3.3 Twin 3.4 Suits
5 TH	1 ST 2 ND 3 RD 4 TH	Unit 4: FRONT OFFICE ORGANIZATION 4.1 Functions areas. 4.2 Front office hierarchy
6 TH	1 ST 2 ND 3 RD 4 TH	4.3 Duties & Responsibilities 4.4 Personality traits
7 TH	1 st 2 nd 3 rd 4 th	Unit 5: HOTEL ENTRANCE, LOBBY & FRONT OFFICE 5.1 Layout 5.2 Front Office equipment (non automated semi automated & automated)
8 TH	1 st 2 nd 3 rd 4 th	Unit 6: BELL DESK 6.1 Functions 6.2 Procedure and records
9 TH	1 st 2 nd 3 rd 4 th	Unit 7: TARIFF STRUCTURE 7.1 Basis of Charging 7.2 Plans, Competition, Customer's profile, standard of service & amenities.
10 TH	1 st 2 nd 3 rd 4 th	7.3 Hubbard formula 7.4 Different types of tariffs 7.5 Rack rate * Discounted rates for corporates, airlines, group & travel agent.
11 TH	1 st 2 nd 3 rd 4 th	Unit 8: FRONT OFFICE & GUEST HANDLING 8.1 Introduction to guest cycle 8.2 Pre-arrival 8.3 Arrival 8.4 During guest stay 8.5 Departure 8.6 After departure

	1 st 2 nd 3 rd 4 th	Unit 9: RESERVATIONS 9.1 Importance of Reservation 9.2 Modes of Reservation 9.3 Channels & Sources (FITs, Travel agent, Airline, GIT)
13 TH	1 st 2 nd 3 rd 4 th	9.4 Types of reservation (Tentative, Confirmed guaranteed etc.) 9.5 System (non automatic, Semi automatic, fully automatic) 9.6 Cancellation
14 TH	1 st 2 nd 3 rd 4 th	9.7 Amendments 9.8 Over booking
15 TH	1 st 2 nd 3 rd 4 th	Unit 10: ROOM SELLING TECHNIQUE 10.1 Up Selling 10.2 Discount Unit 11: FRONT OFFICE CO-ORDINATION With other departments of hotel

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DISCIPLINE: HM&CT	SEMESTER: 1 ST (W)	NAME OF THE TEACHING FACULTY: <i>Poadiy Kumar Padhy</i>
SUBJECT: TH.5 HOTEL MAINTANANCE & MANAGEMENT	NO.OF DAYS/PERWEEK CLASSALLOTTED:4	SEMESTER FROM DATE: 06/08 /2025 TODATE: 04/12/2025 NO.OFWEEKS:15
WEEK	CLASSDAY	THEORY/PRACTICAL TOPICS
1 ST	1 ST 2 ND 3 RD 4 TH	1. Hotel Maintenance Management a) Introduction & Scope in Hotels b) Classification and Types c) Maintenance Programmes
2 nd	1 ST 2 ND 3 RD 4 TH	2. Engineering Department a) Organization & Setup of the Department b) The Staff – Duties and Responsibilities c) Requirement of Engineering Workshops
3 rd	1 ST 2 ND 3 RD 4 TH	3. Fuels a) Types of Fuels available b) Gases
4 th	1 ST 2 ND 3 RD 4 TH	c) Precautions while using them - Heat Parts, BTU, Thermal & Calorific values d) Calculation of heat requirements, Fuel Requirement
5 th	1 ST 2 ND 3 RD 4 TH	e) Principle of Bunsen burner f) Construction of an Industrial Gas Range: Parts & Functions, striking back, causes and remedies of problems
6 ^h	1 ST 2 ND 3 RD 4 TH	4. Electricity a) Meaning and use, b) Advantage as a type of energy, conductors and non conductors c) Meaning of ampere, volt, ohm and their relationship, ohm's law

th	1 ST 2 ND 3 RD 4 TH	d) AC & DC- their differences, advantages and disadvantages, signs and signals, closed and open circuits, causes and dangers, importance of earthing
8 TH	1 ST 2 ND 3 RD 4 TH	e) General layout of circuits including service entrance, distribution panel boards, calculation of power requirements, meter reading and bin calculations
9 th	1 ST 2 ND 3 RD 4 TH	5. Water Management System a) Sources of water and its quality b) Methods of removal of hardness, description of cold water c) Supply from mains and wells, calculations of water requirements and capacity of storage, systems
10 th	1 ST 2 ND 3 RD 4 TH	6. Sanitary Systems a) Sinks, basins b) Water closet, bidets and their fittings
11 th	1 ST 2 ND 3 RD 4 TH	c) Use of water traps and water seals, water pipes and soil pipes d) Inspection chambers- blockages and leakages and their remedies
12 th	1 ST 2 ND 3 RD 4 TH	7. Refrigeration a) Principle uses of refrigeration in hotel and catering industries b) Basic scientific principles
13 th	1 ST 2 ND 3 RD 4 TH	c) Different types of refrigeration systems and refrigerants d) Walk in coolers and freezers, care and maintenance of these systems
14 th	1 ST 2 ND 3 RD 4 TH	8. Air-conditioning a) Classification, Types of systems, Layout of AC Plant. b) Condition for comfort Air movement, humidity control, ventilation c) How to select a suitable air-conditioning system

5 th	1 ST	9. Fire Prevention & Protection a) Different types of fires b) Fire alarms c) Different types of extinguishers d) Fire hazards
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	3 RD	
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