

LESSON PLAN FOR 2025 – 2026 (WINTER)

3RD SEMESTER HM&CT

DISCIPLIN : HM & CT	SEMESTER - 3 RD (W)	NAME OF THE TEACHING FACULTY : <i>Mrs. Aneta Kurnari Pab</i>
Subject Code/Name - HMCTPC201 TH:1 Basic Food Production	NO. OF DAYS/PER WEEK CLASS ALLOTTED - 3	SEMESTER FROM DATE : 14.07.2025 TO 15.11.2025
WEEK	CLASS DAY	THEORY/ PARTICAL TOPICS
1 ST	1 ST , 2 ND , 3 RD	UNIT-I Culinary History
2 ND	1 ST , 2 ND , 3 RD	Origin of Modern Cookery Equipment Knowledge and development Hygiene in Kitchen
3 RD	1 ST , 2 ND , 3 RD	Personal Hygiene
4 TH	1 ST , 2 ND , 3 RD	UNIT- II Kitchen Brigade and Staffing Co- operation with other departments
5 TH	1 ST , 2 ND , 3 RD	Aims & Objectives of cooking Attitudes and behavior inside a kitchen Levels and Skills
6 TH	1 ST , 2 ND , 3 RD	Perishables and non- perishables Storage temperatures
7 TH	1 ST , 2 ND , 3 RD	UNIT-III Various fuels,
8 TH	1 ST , 2 ND , 3 RD	Various fuels, advantages & disadvantages
9 TH	1 ST , 2 ND , 3 RD	Energy conservations Textures
10 TH	1 ST , 2 ND , 3 RD	UNIT-IV Classification of raw materials 1. Salt, Liquid, Sweetening 2. Salts & oils
11 TH	1 ST , 2 ND , 3 RD	3. Thickening agents 4. Eggs 5. Herbs 6. Spices

12 TH	1 ST , 2 ND , 3 RD	7. Condiments 8. Various textures, stock, sauces, soups, derivatives of sauces
13 TH	1 ST , 2 ND , 3 RD	UNIT-V Methods of Cooking
14 TH	1 ST , 2 ND , 3 RD	Radiation, Convection, Conduction
15 TH	1 ST , 2 ND , 3 RD	Moist method, dry heat, helps of fat

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Academic Co-ordinator

DISCIPLIN : HM & CT	SEMESTER - 3 RD (W)	NAME OF THE TEACHING FACULTY : Mrs Anshu Kumari Pati
Subject Code/Name - HMCTPC203 TH:2 Food and Beverage Services	NO . OF DAYS/PER WEEK CLASS ALLOTTED - 3	SEMESTER FROM DATE : 14.07.2025 TO 15.11.2025
WEEK	CLASS DAY	THEORY/ PARTICAL TOPICS
1 ST	1 ST , 2 ND , 3 RD	UNIT I CLASSIFICATION OF F & B OPERATIONS Commercial- hotels, motels, restaurant, private hospitals ,resorts, pubs, sank bars,discotheques ,fast food restaurants ,parlours ,airlines, rail, sea catering ,mobile catering
2 ND	1 ST , 2 ND , 3 RD	Welfare (industrial- factories, offshore, project site: Institutional- student, hostel, armed forces catering hospitals, noon meal scheme)
3 RD	1 ST , 2 ND , 3 RD	Career opportunities
4 TH	1 ST , 2 ND , 3 RD	UNIT II Different f and b service outlets
5 TH	1 ST , 2 ND , 3 RD	Standalone restaurants, coffee shop, room service, banquets
6 TH	1 ST , 2 ND , 3 RD	bar, bar- b- que, discotheque, off premises catering, take away, home delivery, chain of restaurants and tea boutiques.
7 TH	1 ST , 2 ND , 3 RD	UNIT III Staff hierarchy of the various F &B service, their duties and responsibilities. Attributes of food and beverage service personnel

		Departmental relationship (within F&B and with other departments)
8 TH	1 ST , 2 ND , 3 RD	Co- operation, co- ordination, communication Basic principles of psychology to understand Guests behavior and immediate requirements
9 TH	1 ST , 2 ND , 3 RD	Management's expectations Classification and enumerating of service equipment with brand names Furniture, Linen, Crockery, Flatware, Cutlery, Hollow ware, Glassware, Disposables, Chaffing dishes, Side board
10 TH	1 ST , 2 ND , 3 RD	UNIT-IV Items of specialist equipment: asparagus holder, butter knife, pastry slice, caviar knife, oyster fork, fruit knife, pastry fork nut cracker corn- on- the- cob- holder grape scissors lobster pick grape fruit spoon
11 TH	1 ST , 2 ND , 3 RD	ice cream spoon snail fork sundae spoon silver showers cheese knife preserve spoon snail tong mustard spoon

12 TH	1 ST , 2 ND , 3 RD	snail dish sugar tongs hors d' oeuvre trolley/tray sizzler parfait spoon pizza pan and cutter noodles tong
13 TH	1 ST , 2 ND , 3 RD	UNIT FOOD AND BEVERAGE SERVICE AREAS Restaurant pantry or still room- layout and equipment & use
14 TH	1 ST , 2 ND , 3 RD	Silver room or plate room- layout & equipment & use
15 TH	1 ST , 2 ND , 3 RD	Hot section- layout & equipment & use

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Academic Co-ordinator

DISCIPLIN : HM & CT	SEMESTER - 3 RD (W)	NAME OF THE TEACHING FACULTY : <i>Mrs. Aneta Kumari Patsi</i>
Subject Code/Name - HMCTPC205 TH:3 Front Office Operations-III	NO . OF DAYS/PER WEEK CLASS ALLOTTED - 3	SEMESTER FROM DATE : 14.07.2025 TO 15.11.2025
WEEK	CLASS DAY	THEORY/ PARTICAL TOPICS
1 ST	1 ST , 2 ND , 3 RD	UNIT-I Introduction to Front Office Classification of Hotels – Importance of Front Office Coordination with Other Departments
2 ND	1 ST , 2 ND , 3 RD	Types of Rooms – Tariff Structure - Glossary of terms used Front Office Organization
3 RD	1 ST , 2 ND , 3 RD	Organization Structure – Job Specifications – Scheduling of staff – Duties and responsibilities of front office personnel
4 TH	1 ST , 2 ND , 3 RD	UNIT-II Reservations
5 TH	1 ST , 2 ND , 3 RD	Modes of reservation Sources of reservation
6 TH	1 ST , 2 ND , 3 RD	systems and procedures of recording reservations over booking
7 TH	1 ST , 2 ND , 3 RD	UNIT-III Registration Check in procedure – safety deposit boxes – Registration formalities – ‘C’ Form for
8 TH	1 ST , 2 ND , 3 RD	Foreigners – Currency regulations – handling guests mails and messages.
9 TH	1 ST , 2 ND , 3 RD	Key Control.
10 TH	1 ST , 2 ND , 3 RD	UNIT-IV Telephones / Information / Bell desk Mail & Message handling – Telephone manners and

11 TH	1 ST , 2 ND , 3 RD	Etiquettes, Telephone systems (PBX, PABX, EPABX), Facsimile, Guest Baggage Handling – Left Luggage Room-
12 TH	1 ST , 2 ND , 3 RD	Scanty Baggage – Paging.
13 TH	1 ST , 2 ND , 3 RD	UNIT- V Dealing with Guests / Safety and Security
14 TH	1 ST , 2 ND , 3 RD	Handling of Guest Complaints – Personalization – Situation Handling
15 TH	1 ST , 2 ND , 3 RD	Fire – Bomb Threats – Room Break –ins

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DISCIPLIN : HM & CT	SEMESTER - 3 RD (W)	NAME OF THE TEACHING FACULTY : <i>Ashwita Nayau</i>
Subject Code/Name - HMCTPC207 TH:4 HR in Hotel Management	NO . OF DAYS/PER WEEK CLASS ALLOTTED - 3	SEMESTER FROM DATE : 14.07.2025 TO 15.11.2025
WEEK	CLASS DAY	THEORY/ PARTICAL TOPICS
1 ST	1 ST , 2 ND , 3 RD	UNIT-I Concepts and process of Human Resource Planning.
2 ND	1 ST , 2 ND , 3 RD	Macro-level scenario of Human Resource Planning
3 RD	1 ST , 2 ND , 3 RD	Methods & techniques – demand forecasting
4 TH	1 ST , 2 ND , 3 RD	UNIT-II Job evaluation – concepts, scope– & limitation
5 TH	1 ST , 2 ND , 3 RD	Job Analysis & job descriptions
6 TH	1 ST , 2 ND , 3 RD	Job evaluation methods
7 TH	1 ST , 2 ND , 3 RD	UNIT-III Human Resource Information Systems
8 TH	1 ST , 2 ND , 3 RD	Human resource Audit
9 TH	1 ST , 2 ND , 3 RD	Human resource Accounting
10 TH	1 ST , 2 ND , 3 RD	UNIT-IV Human resource development – an overview.
11 TH	1 ST , 2 ND , 3 RD	Human resource development systems

12 TH	1 ST , 2 ND , 3 RD	Task Analysis
13 TH	1 ST , 2 ND , 3 RD	UNIT-V Human Resource development in service industry
14 TH	1 ST , 2 ND , 3 RD	Organizing for Human resource Development
15 TH	1 ST , 2 ND , 3 RD	Emerging trends & perspective

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DISCIPLIN : HM & CT	SEMESTER - 3 RD (W)	NAME OF THE TEACHING FACULTY : <i>Ashweta Nayyar</i>
Subject Code/Name - HMCTPC209 TH:5 Hotel Law	NO . OF DAYS/PER WEEK CLASS ALLOTTED - 3	SEMESTER FROM DATE : 14.07.2025 TO 15.11.2025
WEEK	CLASS DAY	THEORY/ PARTICAL TOPICS
1 ST	1 ST , 2 ND , 3 RD	UNIT-I INTRODUCT ION Law and society Need for the knowledge of law Sources of Indian law Classifications of law
2 ND	1 ST , 2 ND , 3 RD	List of licenses and permits required for operating a Hotel/Restaurant and other catering Establishments under various local, state and union laws
3 RD	1 ST , 2 ND , 3 RD	Procedure for Procurement, Renewal, Suspension and Termination of licenses
4 TH	1 ST , 2 ND , 3 RD	UNIT-II Evaluation of Mercantile law The Partnership ACT 932
5 TH	1 ST , 2 ND , 3 RD	The Indian companies Act, 1956 The Sale of goods Act 1930
6 TH	1 ST , 2 ND , 3 RD	The Negotiable instruments Act 1881 The Insurance Act 1939 The law of Agency
7 TH	1 ST , 2 ND , 3 RD	UNIT-III The Indian contract Act, 1872 Meaning and definition of Contract

		Essential elements of contract Classification of contract
8 TH	1 ST , 2 ND , 3 RD	Time and place of performance Discharge of contract
9 TH	1 ST , 2 ND , 3 RD	Contract of Bailment and pledge Evaluation of Industrial law
10 TH	1 ST , 2 ND , 3 RD	The Factories Act, 1948 The Industrial Dispute ACT, 1947
11 TH	1 ST , 2 ND , 3 RD	The Employment (standing order act) 1976 The Employees State Insurance Act, 1953 The provident fund Ac, 1952
12 TH	1 ST , 2 ND , 3 RD	The Payment of Gratuity Act, 1972 The Bonus Act, 1965.
13 TH	1 ST , 2 ND , 3 RD	UNIT-IV Manager of Hotel and Owner of lodging house Paying guest- Premises-Tenant- Tenement
14 TH	1 ST , 2 ND , 3 RD	Lien of Inn keeper The Central committee for food standards Central food laboratory
15 TH	1 ST , 2 ND , 3 RD	Food Inspector and their Powers and duties Procedure followed by the food inspector

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