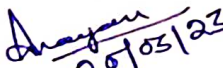



LESSON PLAN OF (2022-23) 2ND SEMESTER (HM&CT)

DISCIPLINE: HM&CT	SEMESTER: 2 ND (S)	NAME OF THE TEACHING FACULTY: MS ASHRITA NAYAK
SUBJECT:TH:1 PROFESSIONAL ENGLISH	NO.OF DAYS/PER WEEK CLASS ALLOTTED:4	SEMESTER FROM DATE:20.03.2023 TO 26.06.20223 NO.OF WEEKS:15
WEEK	CLASS DAY	THEORY/PRACTICALTOPICS
1 ST		UNIT-I A.READING COMPREHENSION <ul style="list-style-type: none"> ● Skimming the gist ● Scanning for necessary information ● Close reading for inference and evaluation
2 ND		<ul style="list-style-type: none"> ● Main idea and supporting points ● Note- making and Summarization ● Supplying a suitable title ● Answering Comprehension Questions
3 RD		B.TEXT <ul style="list-style-type: none"> ● Mahatma Gandhi By Louis Fischer ● Principles of Good Writing By L.A.Hill
4 TH		<ul style="list-style-type: none"> ● Science and BeautyBy Louis de Broglie ● Festivals and Fasts By Prafulla Mohanti
5 TH		UNIT- II: VOCABULARY <ul style="list-style-type: none"> ● Use of synonyms, antonyms
		<ul style="list-style-type: none"> ● Same word used in different situations in different meaning
		<ul style="list-style-type: none"> ● Single word substitute
6 TH		Unit-IIIAPPLICATION OF ENGLISH GRAMMAR <ul style="list-style-type: none"> ● Countable an Uncountable Noun ● Articles and Determiners
		<ul style="list-style-type: none"> ● Prepositions ● Modal Verbs
7 TH		<ul style="list-style-type: none"> ● Tenses ● Direct and Indirect Speech
		<ul style="list-style-type: none"> ● Voice-change ● Subject-verb Agreement
8 TH		UNIT-IVFORMAL WRITING SKILLS 1. Paragraph writing <ul style="list-style-type: none"> ● Meaning ● Features of Paragraph Writing (Topic Statement, Supporting Points and Plot Compatibility

		<ul style="list-style-type: none"> Developing Ideas into Paragraphs(Describing Place/ Person/ Object /Situation and any general topic of interest)
9 TH		2. Notice 3. Agenda
10 TH		6. Letter to the Principal, Librarian, Head of the Dep't, and Hostel Superintendent 7. Writing Business letters Layout of a Business Letter
11 TH		Letter of Enquiry, Placing an Order, Execution of an Order, Complaint, Cancellation of an order(Features, Format and example)
		8. Job application and C.V.
12 TH		UNIT-5ELEMENTS OF COMMUNICATION A. Introduction to Communication 1. Meaning of communication
		2. Importance of Communication in English
		3. Process of communication and factors responsible for it
13 TH		Sender, Message, Channel, Receiver / Audience, Feedback, Noise, Context
		B. Professional Communication 1. Meaning of professional communication
		2. Types of professional communication 2.1. Formal or Systematic Communication
14 TH		<ul style="list-style-type: none"> Upward communication (How it takes place, symbol, merits and demerits)
		<ul style="list-style-type: none"> Down-ward communication (How it takes place, symbol, merits and demerit)
		<ul style="list-style-type: none"> Parallel communication (How it takes place, symbol, merits and demerits)
		2.2. Informal communication Grape vine communication (How it takes place, symbol, merits and demerits)
		C. Non- Verbal Communication 1. Meaning of nonverbal Communication
15 TH		2. Different areas of Non-verbal Communication
		<ul style="list-style-type: none"> Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye Contact)
		<ul style="list-style-type: none"> Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space)
		<ul style="list-style-type: none"> Language of Signs and Symbols(Audio Sign and Visual Sign in everyday life with merits and demerits)


 20/03/23
 Signature of Assign Faculty


 20.03.23
 Signature Of HOD

DISCIPLINE: HM&CT	SEMESTER: 2ND(S)	NAME OF THE TEACHING FACULTY: MR JEEVANJYOTI PANDA
SUBJECT:TH:2 FOOD PRODUCTION - II	NO.OF DAYS/PER WEEK CLASS ALLOTTED:4	SEMESTER FROM DATE: 20.03.2023 TO 26.06.2023 NO.OF WEEKS:15
WEEK	CLASS DAY	THEORY/PRACTICALTOPICS
1 ST	1 ST 2 ND 3 RD 4 TH	Unit-1- INTRODUCTION TO STOCK 1. Definition of Stock 2. Types of Stock 3. Preparation of stock 4. Recipes
2 ND	1 ST 2 ND 3 RD 4 TH	5. Storage of stock 6. Uses of stock 7. Care& Precaution in stock-making
3 RD	1 ST 2 ND 3 RD 4 TH	Unit-2-SOUPS 1. Classification with examples 2. Basic Recipe.
4 TH	1 ST , 2 ND , 3 RD & 4 TH	3. Consommé 4. Garnishes& accompaniments for soups
5 TH	1 ST 2 ND 3 RD 4 TH	Unit-3-SAUCES 1. Classification of Sauce 2. Recipes of mother sauces. 3. Derivatives
6 TH	1 ST 2 ND 3 RD 4 TH	Unit-4- MEAT COOKERY 1. Introduction to Meat cookery 2. Cuts of beef/veal 3. Cuts of lamb/mutton 4. Cuts of Pork
7 TH	1 ST 2 ND 3 RD 4 TH	Unit-5-FISH COOKERY 1. Introduction to fish Cookery 2. Classification of fish with examples 3. Cuts of fish.
8 TH	1 ST 2 ND 3 RD 4 TH	4. Selection of fish & shell fish. 5. Cooking of fish. Unit-6-BASIC MENU PLANS 1. Type of Menu 2. Menu Planning principles
9 TH	1 ST 2 ND 3 RD 4 TH	Unit-7-COMMODITIES: FLOUR 1. Structure of wheat 2. Types of wheat 3. Types of flour
10 TH	1 ST 2 ND 3 RD 4 TH	4. Processing of wheat flour 5. Uses of flour in food production 6. Cooking of flour (starch) Unit-8-COMMODITIES: SHONTENING(FATS & OIL)

11 TH	1 ST 2 ND 3 RD 4 TH	1. Role of shortening 2. Varieties of shortening 3. Advantages & disadvantages of using different shortening. 4. Fats & Oil
12 TH	1 ST 2 ND 3 RD 4 TH	5 .Types 6. Variety Unit-9-COMMODITIES: RAISING AGENT 1. Classification of raising agents.
13 TH	1 ST 2 ND 3 RD 4 TH	2 .Role of raising agents Unit-10-COMMODITIES: SUGAR 1 .Importance of Sugar. 2. Types of Sugar 3 .Cooking of Sugar
14 TH	1 ST 2 ND 3 RD 4 TH	4. Various uses of Sugar Unit-11-BASIC INDIAN COOKERY CONDIMENTS & SPICES 1. Introduction 2. Spices used in Indian Cookery 3.Role of Spices in Indian Cookery.
15 TH	1 ST 2 ND 3 RD 4 TH	THICKENING AGENTS 1. Role of thickening agents in Indian Cuisine 2. Types of thickening Agents

Laxmi P. Panda
20.3.23
Signature of Assign Faculty

Laxmi P. Panda
20.3.23
Signature Of HOD

DISCIPLINE: HM&CT	SEMESTER: 2 ND (S)	NAME OF THE TEACHING FACULTY: MRS ANITA KUMARI PATI
SUBJECT: TH:3 FOOD & BEVERAGE SERVICES -II	NO.OF DAYS/PER WEEK CLASS ALLOTTED:5	SEMESTER FROM DATE: 20.03.2023 TO 26.06.2023 NO.OFWEEKS:15
WEEK	CLASSDAY	THEORY/PRACTICALTOPICS
1 ST	1 ST 2 ND 3 RD 4 TH	Unit-1- MEALS & MENU PLANNING 1. Origin of Menu 2. Objectives of Menu Planning 3 .Types of Menu
2 ND	1 ST 2 ND 3 RD 4 TH	4 .Courses of French Classical Menu 5 .Sequence 6.Examples for each course 7.Cover of each course
3 RD	1 ST 2 ND 3 RD 4 TH	8.Accompaniments. 9.French Names of dishes 10.Types of Meals: 11.Early Morning Tea
4 TH	1 ST	12.Breakfast (English, American, Continental Indian)
	2 ND 3 RD 4 TH	13.Brunch 14.Lunch
5 TH	1 ST 2 ND 3 RD 4 TH	15.Afternoon / High Tea 16.Dinner 17.Supper
6 TH	1 ST 2 ND 3 RD 4 TH	Unit-2- PREPARATION FOR SERVICE 1. Organizing Mise-en-scene 2 .Organizing Mise-en-place
7 TH	1 ST 2 ND 3 RD 4 TH	Unit-3- TYPES OF FOOD SERVICE 1 .Silver Service 2. Pre-plated service
8 TH	1 ST 2 ND 3 RD 4 TH	3. Cafeteria Service 4 .Room Service 5 Buffet Service
9 TH	1 ST 2 ND 3 RD 4 TH	6. Gueridon Service 7. Lounge Service Unit-4- SALE CONTROL SYSTEM
10 TH	1 ST 2 ND 3 RD 4 TH	1. KOT/Bill Control System (Manual) 2 .Triplicate Checking System 3. Duplicate Checking System
11 TH	1 ST 2 ND 3 RD	4 .Single Circle Sheet 5 Quick Service Menu & Customer Bill 6 .Making bill

	4TH	
12TH	1ST 2ND 3RD 4TH	7 .Cash handling equipment 8 .Record keeping (Restaurant Cashier)
13TH	1ST 2ND 3RD 4TH	Unit-5- TOBACCO 1. History 2 .Processing for cigarettes, pipe tobacco & cigars
14TH	1ST 2ND 3RD 4TH	3. Cigarettes – Types and Brand names 4. Pipe Tobacco- Types and Brand names
15TH	1ST 2ND 3RD 4TH	5 .Cigars- shapes, sizes colors and brand names 6. Care and Storage of cigarette & cigars

A. K. Khatun
20/03/2023

Signature of Assign Faculty

Sunjoy Kishore
20.3.23

Signature Of HOD

DISCIPLINE: HM&CT	SEMESTER: 2 ND (S)	NAME OF THE TEACHING FACULTY: MRS ANITA KUMARI PATI
SUBJECT:TH:4 ACCOMMODATI ON OPERATION- I	NO.OF DAYS/PER WEEK CLASS ALLOTTED:4	SEMESTER FROM DATE: 20.03.2023 TO 26.06.2023 NO.OFWEEKS:15
WEEK	CLASS DAY	THEORY/PRACTICALTOPICS
1 st	1 st	Unit-1- THE ROLE OF HOUSE KEEPING IN HOSPITALITY OPERATION : Types of hotels and service offered Types of Rooms
	2 nd	
	3 rd	
	4 th	
2 nd	1 st	Unit-2- ORGANIZATION CHART OF THE HOUSE KEEPING DEPARTMENT : Hierarchy in small, medium, large size hotels. Personality traits of house keeping management personnel Duties and responsibilities of house keeping staff. Layout of house keeping department
	2 nd	
	3 rd	
	4 th	
3 rd	1 st	Unit-3- CLEANING EQUIPMENT General Criteria for selection. Manual equipment Mechanical equipment Use and care of equipment
	2 nd	
	3 rd	
	4 th	
4 th	1 st	Unit-4- CLEANING AGENTS General Criteria for selection Classification Polishes
	2 nd	
	3 rd	
	4 th	
5 th	1 st	Floor seals Use, care and storage Use of eco-friendly product in housekeeping Unit-5- COMPOSITION, CARE & CLEANING OF DIFFERENT SURFACES
	2 nd	
	3 rd	
	4 th	

6 ^h	1 st	Metals Glass Leather Plastic
	2 nd	
	3 rd	
	4 th	
7 th	1 st	Ceramics Wood Wall finishes Floor finishes
	2 nd	
	3 rd	
	4 th	
8 th	1 st	Unit-6- MAID's SERVICE ROOM Location, Layout and essential features Chamber maid's trolley Unit-7- KEYS Types of Keys
	2 nd	
	3 rd	
	4 th	
9 th	1 st	Computerized key cards Key control Unit-8- CLEANING ORGANIZATION: Principles of cleaning hygiene and safely factors. in cleaning.
	2 nd	
	3 rd	
	4 th	
10 th	1 st	Methods of organizing cleaning Frequency of cleaning Design features that simplify cleaning HOTEL BEDMAKING Types of beds & mattress
	2 nd	
	3 rd	
	4 th	
11 th	1 st	Step by step procedure for making bed "Turning down" DAILY CLEANING OF GUEST ROOM Learning by the modular method the cleaning of Vacant Room Occupied Room Check out Room Evening Service
	2 nd	
	3 rd	
	4 th	

12 th	1 st 2 nd 3 rd 4 th	STANDARD SUPPLIES: Ordinary Rooms, VIP Rooms & VVIP Rooms Guests special requests Unit-9- PERIODICAL CLEANING: Tasks Schedules and records. PUBLIC AREA CLEANING Front of the house areas. Back of the house areas. Work routine and associated problem of high traffic areas.
13 th	1 st 2 nd 3 rd 4 th	Unit-10- INTER RELATIONSHIP With Front Office With Maintenance With Food & Beverage With Security With Store
14 th	1 st 2 nd 3 rd 4 th	With Accounts With Personnel Use of computer in HKD
15 th	1 st 2 nd 3 rd 4 th	Unit-11- HOUSEKPEEING CLERICAL WORK Lost and found register and enquiry file Maid's report and Housekeeper's report Handover records. Guest Special requests register Record of special cleaning Call Register VIP List

Anuljali
20/03/23
Signature of Assign Faculty

Levanjiojio
20/3-23
Signature Of HOD