

Lesson plan of 2023-2024
(1st Semester HM&CT)

DISCIPLINE: HM&CT	SEMESTER: 1 ST (W)	NAME OF THE TEACHING FACULTY: MS. PRATIBHA PATTNAIK
SUBJECT: TH. 1. COMPUTER FUNDAMENTALS	NO. OF DAYS /PER WEEK CLASS ALLOTTED: 4	SEMESTER FROM DATE: 16.08.2023 TO DATE: 11.12.2023 NO.OFWEEKS: 15
WEEK	CLASSDAY	THEORY/PRACTICALTOPICS
1 ST	1 ST 2 ND 3 RD 4 TH	UNIT I: COMPUTER ORGANISATION 1.Introduction 2.Introduction to Computer ,Evolution of Computers
2 ND	1 ST 2 ND 3 RD 4 TH	3.Generation of Computers, Classification of Computers 4.Basic Organization of Computer (Functional Block diagram) 5.Input device, CPU & Output devices
3 RD	1 ST 2 ND 3 RD 4 TH	UNIT II: COMPUTER SOFTWARE 1.Software concept, System software 2.Application software Overview of Operating System Objectives and Functions of O.S 3.Types of Operating System: Batch Processing, Multiprogramming, Time Sharing OS, Features of DOC, windows and UNIX
4 TH	1 ST 2 ND 3 RD 4 TH	4.Programming Languages Compiler, interpreter Computer Virus, Different Types of computer Virus , Detection and prevention of Virus 5.Application of computers in different domain
5 TH	1 ST 2 ND 3 RD 4 TH	UNIT III: WINDOWS 1.Window, Desktop, Mouse, Maximizing, Minimizing, Restoring and Closing window 2.Start Menus, Control Panel, Managing Multiple Windows, Arranging Icons, Creating New Folders
6 TH	1 ST 2 ND 3 RD 4 TH	3.My Computer, Windows Explorer, Coping and Moving of Files 4.Recycle Bin to Restore Items, Managing Forts, Finding Files and Folder
7 TH	1 ST 2 ND 3 RD 4 TH	UNIT IV: FILE MANAGEMENT AND DATA PROCESSING 1.Concept of File and Folder 2.File Access and Storage methods.
8 TH	1 ST 2 ND 3 RD 4 TH	4.Sequential, Direct, ISAM Data Capture, Data storage 5.Data Processing and Retrieval

9 TH	1 ST 2 ND 3 RD 4 TH	UNIT V: WORD PROCESSING 1.Creating Words, Creating a Document, Saving in a File, Printing, Resaving and Closing 2.Creating a New Document, Opening a Document, Curser Movement, Editing selection, Deleting and Replacing the texts
10 TH	1 ST 2 ND 3 RD 4 TH	3.Undoing and Redoing, Saving with a new Moving Text, Copy, Smart Cut and Paste, Copy Text to another File, Formatting Using the Front Dialog Box, Paragraph Formatting
11 TH	1 ST 2 ND 3 RD 4 TH	4.Bullets and Numbering, Hanging Paragraph, Moving to Specific Page, Finding Text Replace Command, Checking Spelling and Grammar, Auto Correct, Auto Text, Auto 5.Complete, Page Setup, Page Breaks, Borders and Shading, Opening and Closing Toolbars, Print Preview, Zoom
12 TH	1 ST 2 ND 3 RD 4 TH	UNIT VI: SPREAD SHEET 1.Excel, Organization of Worksheet Area, Entering Number 2.Formula and Data, Aligning Data in Cells, Editing, Range
13 TH	1 ST 2 ND 3 RD 4 TH	3.Changing the Column Width Moving and Copying 4.Inserting and Deleting the Rows and Columns, 5.Creating Charts, Statistical, Mathematical and Financial Function
14 TH	1 ST 2 ND 3 RD 4 TH	UNIT VII: COMPUTER NETWORK AND INTERNET 1.Networking concept, Protocol, Connecting Media 2.Data Transmission mode Network Topologies, Types of Network 3.Networking Devices like Hub, Repeater, Switch, Bridge, Router, and Gateway & NIC Internet Services like E-Mail, WWW, FTP and Chatting
15 TH	1 ST 2 ND 3 RD 4 TH	4.Internet Conferencing, Electronic Newspaper & Online Shopping, Different types of Internet connectivity and ISP 5.Inserting and Deleting the Rows and Columns, Creating Charts, Statistical, Mathematical and Financial Function

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DISCIPLINE: HM&CT	SEMESTER: 1 ST (W)	NAME OF THE TEACHING FACULTY: MS. ANITA KUMARI PATI, LECT. (HM&CT)
SUBJECT: Th.2 FOOD & BEVERAGE SERVICE-I	NO.OFDAYS/ PERWEEKCL ASSALLOTT ED: 4	SEMESTER FROM DATE: 16.08.2023 TO DATE: 11.12.2023 NO.OFWEEKS: 15
WEEK	CLASSDAY	THEORY/PRACTICALTOPICS
1 ST	1 ST 2 ND 3 RD 4 TH	Unit 1: THE HOTEL & CATERING ESTABLISHMENT 1.Introduction to the Hotel Industry and growth of the hotel Industry in India. 2.Role & Catering establishment in the travel/tourism industry. 3.Type of F&B operations.
2 ND	1 ST 2 ND 3 RD 4 TH	4.Classification of Commercial Residential/Non- Residential. 5.WelfareCatering-Industrial/Institutional/Transport such as air, road, rail, sea, etc. 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 1.Specialty Restaurants 2.Coffee Shop 3.Cafeteria 4.Fast Food (Quick Service Restaurants)
4 TH	1 ST 2 ND 3 RD 4 TH	5.Grill Room 6.Banquets 7.Bar 8.Vending Machines 9.Discothèque
5 TH	1 ST 2 ND 3 RD 4 TH	Unit 3: FOOD AND BEVERAGE SERVICE PERSONNEL 1.Food and Beverage Service Personnel 2.Staff organization- the principal staff of different types of restaurants. 3.Duties & responsibilities of the service staff. 4.Duties and responsibilities of service staff – Job Descriptions and Job Specifications.
6 TH	1 ST 2 ND 3 RD 4 TH	5.Attitude and Attributes of Food and Beverage Service Personnel - personal hygiene, punctuality, personality attitude towards guests, appearance, salesmanship, sense of urgency, customer satisfaction. 6.Basic Etiquettes for catering staff. 7.Interdepartmental relationship

7 TH	1 ST 2 ND 3 RD 4 TH	Unit 4: ANCILLARY DEPARTMENTS 1. Pantry 2. Food pick-up area 3. Store 4. Linen room 5. Kitchen stewarding
8 TH	1 ST 2 ND 3 RD 4 TH	Unit 5: F&B SERVICE EQUIPMENT 1. Familiarization & Selection factors of 2. Cutlery 3. Crockery
9 TH	1 ST 2 ND 3 RD 4 TH	4. Glassware 5. Flatware 6. Hollowware 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 1. Breakfast – Introduction, Types, Service methods, a la carte, and TDH setups. 2. Brunch 3. Lunch
13 TH	1 ST 2 ND 3 RD 4 TH	4. Hi- tea 5. Supper 6. Dinner
14 TH	1 ST 2 ND 3 RD 4 TH	Unit 8: DEPARTMENTAL ORGANISATION & STAFFING 1. Organization of F&B department of hotel. 2. Principal staff of various types of F&B operations. 3. French terms related to F&B staff.
15 TH	1 ST 2 ND 3 RD 4 TH	1. Duties & responsibilities of F&B staff 2. Attributes of a waiter 3. Inter-departmental relationships

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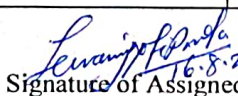
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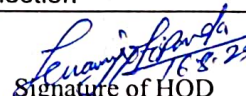
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DISCIPLINE: HM&CT	SEMESTER: 1 ST (W)	NAME OF THE TEACHING FACULTY: MR. JEEVANJYOTI PANDA, LECT. (HM&CT)
SUBJECT: Th.3 Food Production I	NO.OFDA YS/PERWE EKCLASS ALLOTTED:4	SEMESTER FROM DATE: 16.08.2023 TO DATE: 11.12.2023
WEEK	CLASSDAY	NO. OF WEEKS:15 THEORY/PRACTICALTOPICS
1 ST	1 ST 2 ND 3 RD 4 TH	UNIT 1 - INTRODUCTION TO COOKERY 1.Culinary History- Development of the Culinary Art from the middle ages to modern cookery. 2.modern hotel kitchen 3.Nouvelle Cuisine 4.Cuisine Minceur 5.Indian Regional Cuisine 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 1.Classical brigade 2.Modern staffing in various star hotels 3.Role of executives' chefs 4.Duties & responsibilities of various chefs 5.Cooperation with other departments
3 RD	1 ST 2 ND 3 RD 4 TH	UNIT 3 -KITCHEN ORGANISATION & LAYOUT 1.General Layout of kitchen in various organizations. 2.Layout of receiving areas. 3.Layout of storage areas. 4.Layout of service and wash up
4 TH	1 ST 2 ND 3 RD 4 TH	UNIT 4 - EQUIPMENT & FUELS 1.Various fuel used in cooking. 2.Advantages & disadvantages of each. 3.Different equipments used in food production
5 TH	1 ST 2 ND 3 RD 4 TH	UNIT 5 -METHODS OF COOKING 1.Roasting 2.Grilling 3.Frying 4.Baking 5.Broiling 6.Poaching 7.Boiling 8.Principles of each of the above
6 TH	1 ST 2 ND 3 RD 4 TH	UNIT 6 -BASIC PRINCIPLE OF FOOD PRODUCTION 1.Vegetables & Fruits cookery 2.Introduction, classification of vegetables. 3.Pigments and color changes. 4.Cuts of vegetables. 5.Classification of fruits. 6.Salad & Salad dressing

7 TH	1 ST 2 ND 3 RD 4 TH	UNIT 7 -BASIC COMMODITIES (MILK, CREAM, BUTTER, CHEESE) A. Milk: <ol style="list-style-type: none"> 1. Introduction 2. Processing of Milk. 3. Pasteurization Homogenization 4. Types of milk e.g. Skimmed, condensed.
8 TH	1 ST 2 ND 3 RD 4 TH	B. Cream: <ol style="list-style-type: none"> 1. Introduction 2. Processing of cream 3. Types of cream.
9 TH	1 ST 2 ND 3 RD 4 TH	C. Butter: <ol style="list-style-type: none"> 1. Introduction 2. Processing of Butter 3. Types of Butter
10 TH	1 ST 2 ND 3 RD 4 TH	D. Cheese: <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> 1.Introduction to egg cookery 2.Structure of an egg. 3.Selection of egg. 4.Methods of cooking egg
12 TH	1 ST 2 ND 3 RD 4 TH	UNIT 9 – AIMS & OBJECTIVES OF COOKING <ol style="list-style-type: none"> 1.Aims and objectives of cooking food. 2.Classification – Cooking Materials and their uses. 3.Foundation ingredients – meaning, action of heat n carbohydrates, fats, proteins, minerals and vitamins.
13 TH	1 ST 2 ND 3 RD 4 TH	<ol style="list-style-type: none"> 4.Fats and oils – meaning & examples of fats & oils, quality for shortenings, commonly used fats and oils and their sources & uses. 5.Raising agent- functions of raising agents
14 TH	1 ST 2 ND 3 RD 4 TH	UNIT 10 –RICE, CEREALS, PULSES, SPICES & CONDINENTS <ol style="list-style-type: none"> 1.Introduction 2,Classification & Identification 3.Cooking of rice, cereals and pulses. 4.Various of rice & cereals. 5.Spices used in Indian cookery with names 6.Role of spices in Indian cookery
15 TH	1 ST 2 ND 3 RD 4 TH	UNIT 11 – CARE & MAINTAINANCE OF EQUIPMENTS <ol style="list-style-type: none"> 1.Equipment used in kitchen. 2.Types of Kitchen Equipment – Diagrams, Uses, Maintenance, Criteria for Selection

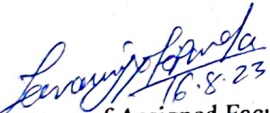

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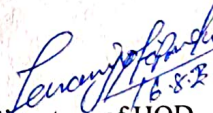

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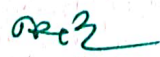

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DISCIPLINE: HM&CT	SEMESTER: 1 ST (w)	NAME OF THE TEACHING FACULTY: MR JEEVANJYOTI PANDA, LECT. (HM&CT)
SUBJECT: Th.4. FRONT OFFICE OPERATION	NO.OFDAY S/PER WEEK CLASSALL OTTED:4	SEMESTER FROM DATE: 16.08.2023 TO DATE: 11.12.2023 NO.OFWEEKS:15
WEEK	CLASSDAY	THEORY/PRACTICALTOPICS
1 ST	1 ST 2 ND 3 RD 4 TH	Unit1: INTRODUCTION TO TOURISM, HOSPITALITY & HOTEL INDUSTRY: 1.Historical background 2.Introduction to hotel Industry in India
2 ND	1 ST 2 ND 3 RD 4 TH	Unit2: CLASSIFICATION OF HOTELS 1.Size 2.Star 3.Location & Clientele 4.Ownership basis 5.Independent hotels
3 RD	1 ST 2 ND 3 RD 4 TH	6.Management contracted hotel 7.Chains 8.Franchise / affiliated 9.Supplementary accommodation 10.Time Share and condominium
4 TH	1 ST 2 ND 3 RD 4 TH	Unit 3: TYPES OF ROOMS 1.Single 2.Double 3.Twin 4.Suits
5 TH	1 ST 2 ND 3 RD 4 TH	Unit4: FRONT OFFICE ORGANIZATION 1.Functions areas. 2.Front office hierarchy
6 TH	1 ST 2 ND 3 RD 4 TH	3.Duties & Responsibilities 4.Personality traits
7 TH	1 ST 2 ND 3 RD 4 TH	Unit5: HOTEL ENTRANCE, LOBBY & FRONT OFFICE 1.Layout 2.Front Office equipment (non automated semi automated & automated)
8 TH	1 ST 2 ND 3 RD 4 TH	Unit6: BELL DESK 1.Functions 2.Procedure and records
9 TH	1 ST 2 ND 3 RD 4 TH	Unit7: TARIFF STRUCTURE 1.Basis of Charging 2.Plans, Competition, Customer's profile, standard of service & amenities.

10 TH	1 ST 2 ND 3 RD 4 TH	3.Hubbard formula 4.Different types of tariffs 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 1.Introduction to guest cycle 2.Pre-arrival 3.Arrival 4.During guest stay 5.Departure 6.After departure
12 TH	1 ST 2 ND 3 RD 4 TH	Unit9: RESERVATIONS 1.Importance of Reservation 2.Modes of Reservation 3.Channels & Sources (FITs, Travel agent, Airline, GIT)
13 TH	1 ST 2 ND 3 RD 4 TH	4.Types of reservation (Tentative, Confirmed guaranteed etc.) 5.System (non automatic, Semi automatic, fully automatic) 6.Cancellation
14 TH	1 ST 2 ND 3 RD 4 TH	7.Amendments 8.Over booking
15 TH	1 ST 2 ND 3 RD 4 TH	Unit 10: ROOM SELLING TECHNIQUE 1.1 Up Selling 2.2Discount Unit 11: FRONT OFFICE CO-ORDINATION With other departments of hotel


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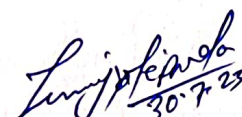
Lesson plan of 2023-2024


(3rd SEMESTER HM&CT)

DISCIPLINE: HM&CT	SEMESTER: 3 RD (W)	NAME OF THE TEACHING FACULTY: MR JEEVANJYOTI PANDA
SUBJECT: TH 1 FOOD PRODUCTION(III)	NO. OF DAYS/PER WEEK CLASS ALLOTTED: 4	SEMESTER FROM DATE: 01.08.2023 TO 30.11.2023 NO. OF WEEKS: 15
WEEK	CLASS DAY	THEORY/PRACTICAL TOPICS
1 ST	1 ST 2 ND 3 RD 4 TH	01. QUANTITY FOOD PRODUCTION EQUIPMENT: 1. Equipment required for mass/volume feeding 2. Heat and cold generating equipment
2 ND	1 ST 2 ND 3 RD 4 TH	3. Care and maintenance of this equipment 4. Modern development in equipment manufacture
3 RD	1 ST 2 ND 3 RD 4 TH	02. MENU PLANNING: 1. Introduction 2. Menu 3. types of menu
4 TH	1 ST 2 ND 3 RD 4 TH	4. menu as a control tool 5. menu engineering grid 6. menu balancing 7. wine and food pairing
5 TH	1 ST 2 ND 3 RD 4 TH	03. VOLUME FEEDING: a) Institutional and industrial catering <ul style="list-style-type: none"> Types of Institutional & Industrial Catering Problems associated with this type of catering Scope for development and growth.
6 TH	1 ST 2 ND 3 RD 4 TH	b) Hospital catering: <ul style="list-style-type: none"> Highlights of Hospital Catering for patients, staff, visitors Diet menu and nutritional requirements.
7 TH	1 ST 2 ND 3 RD 4 TH	c) Off Premises Catering <ul style="list-style-type: none"> Reasons for growth and development Menu Planning and Theme Parties
8 TH	1 ST 2 ND 3 RD 4 TH	<ul style="list-style-type: none"> Concept of a Central Production Unit Problems associated with off-premises catering.
9 TH	1 ST 2 ND	d) Quantity Purchase & storage:

	3 RD 4 TH	<ul style="list-style-type: none"> • Introductiontopurchasing • Purchasingsystem
10 TH	1 ST 2 ND 3 RD 4 TH	<ul style="list-style-type: none"> • Purchase specifications • Purchasing techniques • storage
11 TH	1 ST 2 ND 3 RD 4 TH	04.INTRODUCTIONTOINDIANCOOKING: 1.Introduction 2.Philosophyof Indianfood
12 th	1 ST 2 ND 3 RD 4 TH	3.Regionalandreligious influenceonIndiancuisine.
13 th	1 ST 2 ND 3 RD 4 TH	4 Equipment usedinIndiancooking 5.Techniques employed inIndiancooking
14 th	1 ST 2 ND 3 RD 4 TH	05.KITCHEN COMMUNICATION 1.Introduction 2.Equipment usedinIndiancooking
15 TH	1 ST 2 ND 3 RD 4 TH	3.CooperationwithotherDepartments 4.Miscellaneous forms used within the kitchens


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DISCIPLINE: HM&CT SUBJECT: TH2 FOOD AND BEVERAGE SERVICE(III)	SEMESTER: 3RD (W) NO.OFDAYS/PER WEEK CLASS ALLOTTED:4	NAME OF THE TEACHING FACULYY: MRS. ANITA KUMARI PATI SEMESTER FROM DATE: 01.08.2023 TO 30.11.2023 NO.OF WEEKS:15
WEEK	CLASS DAY	THEORY/PRATICAL TOPICS
1 ST	1 ST 2 ND 3 RD 4 TH	01.ALCOHOLIC BEVERAGE: 1.Introduction and definition 2.Production of Alcohol
2 ND	1 ST 2 ND 3 RD 4 TH	<ul style="list-style-type: none"> • Fermentation process • Distillation process 3.Classification with examples.
3 RD	1 ST 2 ND 3 RD 4 TH	02.DISPENSE BAR: 1.Introduction and definition 2.Bar layout-physical layout of bar
4 TH	1 ST 2 ND 3 RD 4 TH	3.Bat Stock-alcohol & nonalcoholic Beverages 4.Bar equipment
5 TH	1 ST 2 ND 3 RD 4 TH	03.WINES: 1.Definition & History 2.Classification with examples <ul style="list-style-type: none"> • Table/Still/Natural • Sparkling • Fortified 3.Production of each Classification
6 TH	1 ST 2 ND 3 RD 4 TH	4.Old world Wines (Principal wine regions, wine laws, grape varieties, production and brand names) <ul style="list-style-type: none"> • France • Germany • Italy • Spain • Portugal 5.New World Wines (Principal wine regions, wine laws, grape varieties, production and brand names) <ul style="list-style-type: none"> • USA • Australia • India • South Africa • Chile • Algeria • New Zealand

	1 ST 2 ND 3 RD 4 TH	6. Food & Wine Harmony 7. Storage of wines 8. Wine Terminology (English & French)
8 th	1 ST 2 ND 3 RD 4 TH	04. BEER: 1. Introduction & Definition 2. Types of Beer
9 th	1 ST 2 ND 3 RD 4 TH	3. Production of Beer 4. Storage
10 th	1 ST 2 ND 3 RD 4 TH	05. SPIRITS: 1. Introduction & Definition 2. Production of Spirit <ul style="list-style-type: none"> • Pot-still method • Parent still method
11 th	1 ST 2 ND 3 RD 4 TH	3. Production of: <ul style="list-style-type: none"> • Whisky • Rum • Gin • Brandy • Vodka • Tequila 4. Different Proof Spirits: <ul style="list-style-type: none"> • American Proof • British Proof (Sikes scale) • Gay Lussac (OIML Scale)
12 th	1 ST 2 ND 3 RD 4 TH	06. APERITIFS: 1. Introduction and Definition
13 th	1 ST 2 ND 3 RD 4 TH	2. Type of Aperitifs <ul style="list-style-type: none"> • Vermouth Definition (Types & Brand names) • Bitters Definition (Types & Brand names)
14 th	1 ST 2 ND 3 RD 4 TH	07. LIQUEURS: 1. Definition & History 2. Production of Liqueurs.
15 th	1 ST 2 ND 3 RD 4 TH	3. Broad Categories of Liqueurs Herb, Citrus, Fruit/Egg, Bean & Kernal) 4. Popular Liqueurs (Name, colour, predominant flavour and country of origin)

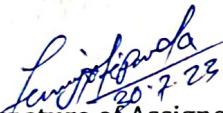
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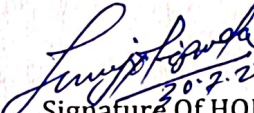
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DISCIPLINE: HM&CT	SEMESTER: 3RD (W)	NAME OF THE TEACHING FACULTY: MR JEEVANJYOTI PANDA
SUBJECT: TH3 FRONT OFFICE OPERATION (II)	NO. OF DAYS/PER WEEK K CLASS ALLOTTED: 4	SEMESTER FROM DATE: 01.08.2023 TO 30.11.2023 NO. OF WEEKS: 15
WEEK	CLASS DAY	THEORY/PRACTICAL TOPICS
1 ST	1 ST 2 ND 3 RD 4 TH	01. COMPUTER APPLICATION IN FRONT OFFICE OPERATION: 1. Role of information Technology in the hospitality industry.
2 ND	1 ST 2 ND 3 RD 4 TH	2. Factors for need of a PMS in hotel.
3 RD	1 ST 2 ND 3 RD 4 TH	3. Introduction to IDs, Fidelio & Amadeus
4 TH	1 ST 2 ND 3 RD 4 TH	02. FRONT OFFICE (ACCOUNTING): 1. Accounting Fundamentals
5 TH	1 ST 2 ND 3 RD 4 TH	2. Guest and non-guest accounts
6 TH	1 ST 2 ND 3 RD 4 TH	3. Accounting system: <ul style="list-style-type: none"> • Non automated-Guest weekly bill • Visitor tabular ledger • Semi Automated • Fully automated
7 TH	1 ST 2 ND 3 RD 4 TH	03. CHECK OUT PROCEDURES: 1. Guest Accounts Settlement: 2. Cash and Credit
8 TH	1 ST 2 ND 3 RD 4 TH	3. Indian Currency and foreign currency
9 TH	1 ST 2 ND 3 RD 4 TH	4. Transfer to guest accounts 5. Express checkout.
10 TH	1 ST 2 ND 3 RD 4 TH	04. NIGHT AUDITING: 1. Function

11 TH	1 ST 2 ND 3 RD 4 TH	2.Audit procedures(Nonautomated,semi-automated&fullyautomated)
12 TH	1 ST 2 ND 3 RD 4 TH	05.FRONT OFFICE GUESTS SAFETY & SECURITY: 1.Importance of security system
13 TH	1 ST 2 ND 3 RD 4 TH	2.Importance of security system
14 TH	1 ST 2 ND 3 RD 4 TH	3.Key control
15 TH	1 ST 2 ND 3 RD 4 TH	4.Emergency situations (Accident, illness, theft, fire, bomb)


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DISCIPLINE: HM&CT	SEMESTER: 3RD (W)	NAME OF THE TEACHING FACULTY: MS ASHRITA NAYAK
SUBJECT: TH4 HUMAN RESOURCE MANAGEMENT IN HOTEL INDUSTRY	NO.OF DAYS/PER WEEK CLASS ALLOTTED: 4	SEMESTER FROM DATE: 01.08.2023 TO 30.11.2023 NO. OF WEEKS: 15
WEEK	CLASS DAY	THEORY/PRACTICAL TOPICS
1 ST	1 ST 2 ND 3 RD 4 TH	01.Introduction to Human Resource Management 1.Definitions, Functions of Personnel Management, Objectives of Personnel Management, Qualities of a Good Personnel Manager
2 ND	1 ST 2 ND 3 RD 4 TH	
3 RD	1 ST 2 ND 3 RD 4 TH	02.Human Resource/Man Power Planning- 1.Definitions, Need Of Manpower Planning, Objectives Of Hr Planning, Advantages Disadvantages Of Manpower Planning, Process/Steps.
4 TH	1 ST 2 ND 3 RD 4 TH	
5 TH	1 ST 2 ND 3 RD 4 TH	03.Recruitment 1.Definition, Sources Of Recruitment, Internal Sources Of Recruitment & (Advantages, is-Advantages), External Sources ((Advantages, is-Advantages)
6 TH	1 ST 2 ND 3 RD 4 TH	
7 TH	1 ST 2 ND 3 RD 4 TH	04.Selection 1.Definition, Steps In Selection Process (Application Blank, Initial Interview Of The Candidates, Employment Tests,
8 TH	1 ST 2 ND 3 RD 4 TH	2.Interviews, Checking Reference, Physical Or Medical Examination, Final Interview & Induction)
9 TH	1 ST 2 ND 3 RD 4 TH	05.Training and Development 1.Training Definition, Importance of Training, the Training Process, Training Methods (On the Job-Instruction Training, Job Rotation, Special Assignments)

10 TH	1 ST 2 ND 3 RD 4 TH	2. Off The Job (Vestibule Training, Lecture Method, Conference Method, Seminar or Team Discussion, Case Study Method)
11 TH	1 ST 2 ND 3 RD 4 TH	3. Development-Definition, Need, Methods <ul style="list-style-type: none"> • On the Job • Off the Job
12 TH	1 ST 2 ND 3 RD 4 TH	06. Performance Appraisal 1. Definition, Objectives, Process,
13 TH	1 ST 2 ND 3 RD 4 TH	Methods:- <ul style="list-style-type: none"> • Past Oriented • Future Oriented
14 TH	1 ST 2 ND 3 RD 4 TH	07. Job Evaluation 1. Definition, Objectives, Principles, Methods- Non Analytical, Analytical
15 TH	1 ST 2 ND 3 RD 4 TH	08. Employee Remuneration 1. Definition, Components, Factors Influencing Employee Remuneration, Concept of Wages.

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DISCIPLINE: HM&CT	SEMESTER: 3RD (W)	NAME OF THE TEACHING FACULTY: MS ASHRITA NAYAK
SUBJECT: TH-5 Environmental Studies	NO. OF DAYS/PER WEEK CLASS ALLOTTED: 4	SEMESTER FROM DATE: 01.08.2023 TO 30.11.2023
WEEK	CLASS DAY	NO. OF WEEKS: 15 THEORY/PRACTICAL TOPICS
1 ST	1 ST	The Multidisciplinary nature of environmental studies:
	2 ND	Definition,
	3 RD	scope and importance.
	4 TH	Need for public awareness.
2 ND	1 ST	Natural Resources: Renewable and non-renewable resources: a) Natural resources and associated problems.
	2 ND	Forest resources: Use and over-exploitation, deforestation, case studies, Timber extraction mining, dams and their effects on forests and tribal people.
	3 RD	Forest resources: Use and over-exploitation, deforestation, case studies, Timber extraction mining, dams and their effects on forests and tribal people.
	4 TH	Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dam's benefits and problems.
3 RD	1 ST	Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dam's benefits and problems.
	2 ND	Mineral Resources: Use and exploitation, environmental effects of extracting and using mineral resources.
	3 RD	Mineral Resources: Use and exploitation, environmental effects of extracting and using mineral resources.
	4 TH	Food Resources: World food problems, changes caused by agriculture and over grazing, effects of modern agriculture, fertilizers- pesticides problems, water logging, salinity,.
4 TH	1 ST	Energy Resources: Growing energy need, renewable and non-renewable energy sources, use of alternate energy sources, case studies.

	2 ND	Land Resources: Land as a resource, land degradation, man induces landslides, soil erosion, and desertification. b) Role of individual in conservation of natural resources. c) Equitable use of resources for sustainable life styles.
	3 RD	Systems: Concept of an eco-system.
	4 TH	Structure and function of an eco-system.
5 TH	1 ST	Producers, consumers, decomposers. 3.4. Energy flow in the eco systems.
	2 ND	Ecological succession.
	3 RD	Food chains, food webs and ecological pyramids.
	4 TH	Introduction, types, characteristic features, structure and function of the following eco system:
6 TH	1 ST	Forest ecosystem:
	2 ND	Aquatic eco systems (ponds, streams, lakes, rivers, oceans, estuaries).
	3 RD	Biodiversity and it's Conservation: 4.1. Introduction-Definition: genetics, species and ecosystem diversity.
	4 TH	Biogeographically classification of India.
7 TH	1 ST	Value of biodiversity: consumptive use, productive use, social ethical, aesthetic and optin values.
	2 ND	Value of biodiversity: consumptive use, productive use, social ethical, aesthetic and optin values.
	3 RD	Biodiversity at global, national and local level.
	4 TH	Biodiversity at global, national and local level.
8 TH	1 ST	Threats to biodiversity: Habitats loss, poaching of wild life, man wildlife conflicts.
	2 ND	Environmental Pollution: 5.1. Definition Causes, effects and control measures of:
	3 RD	a) Air pollution. b) Water pollution.
	4 TH	c) Soil pollution d) Marine pollution
9 TH	1 ST	e) Noise pollution.
	2 ND	f) Thermal pollution
	3 RD	g) Nuclear hazards.
	4 TH	Solid waste Management: Causes, effects and control measures of urban and industrial wastes.

10 TH	1 ST	Solid waste Management: Causes, effects and control measures of urban and industrial wastes.
	2 ND	Role of an individual in prevention of pollution.
	3 RD	Role of an individual in prevention of pollution.
	4 TH	Disaster management: Floods, earthquake, cyclone and landslides.
11 TH	1 ST	Disaster management: Floods, earthquake, cyclone and landslides.
	2 ND	Social issues and the Environment:
	3 RD	Form unsustainable to sustainable development.
	4 TH	Urban problems related to energy.
12 TH	1 ST	Water conservation, rain water harvesting, water shed management.
	2 ND	Resettlement and rehabilitation of people; its problems and concern.
	3 RD	Environmental ethics: issue and possible solutions.
	4 TH	Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust, case studies.
13 TH	1 ST	Air (prevention and control of pollution) Act.
	2 ND	Water (prevention and control of pollution) Act.
	3 RD	Public awareness.
	4 TH	Human population and the environment:
14 TH	1 ST	Population growth and variation among nations.
	2 ND	Population explosion- family welfare program.
	3 RD	Environment and human health.
	4 TH	Human rights.
15 TH	1 ST	Value education
	2 ND	Role of information technology in environment and human health.
	3 RD	Role of information technology in environment and human health.
	4 TH	Role of information technology in environment and human health.

Ashwita Nayak
Signature Of Assign Faculty

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LESSON PLAN OF 2023-24

(5TH SEMESTER HM&CT)

DISCIPLINE: HM&CT	SEMESTER: 5 TH (W)	NAME OF THE TEACHING FACULTY: MS ASHRITA NAYAK
SUBJECT: TH1 ENTREPRENEURSHIP MANAGEMENT	NO. OF DAYS/PER WEEK CLASS ALLO TTED: 4	SEMESTER FROM DATE: 01.08.2023 TO DATE: 30.11.2023 NO. OF WEEKS: 15
WEEK	CLASS DAY	THEORY/PRACTICAL TOPICS
1 ST	1 ST	Entrepreneurship Concept/Meaning of Entrepreneurship
	2 ND	Need of Entrepreneurship
	3 RD	Characteristics, Qualities and Types of entrepreneur, Functions
	4 TH	Barriers in entrepreneurship
2 ND	1 ST	Entrepreneurs vs. Manager
	2 ND	Forms of Business Ownership: Sole proprietorship, partnership forms and others
	3 RD	Types of Industries, Concept of Start-ups
	4 TH	Entrepreneurial support agencies at National, State, District Level (Sources): DIC, NSIC, OSIC, SIDBI, NABARD, Commercial Banks, KVIC etc.
3 RD	1 ST	Entrepreneurial support agencies at National, State, District Level (Sources): DIC, NSIC, OSIC, SIDBI, N ABARD, Commercial Banks, KVIC etc.
	2 ND	Technology Business Incubators (TBI) and Science and Technology Entrepreneur Parks
	3 RD	Market Survey and Opportunity Identification (Business Planning) Business Planning
	4 TH	SSI, Ancillary Units
4 TH	1 ST	Tiny Units, Service sector Units
	2 ND	Time schedule Plan
	3 RD	Agencies to be contacted for Project Implementation
	4 TH	Assessment of Demand and supply and Potential areas of Growth
5 TH	1 ST	Identifying Business Opportunity
	2 ND	Final Product selection
	3 RD	Project report Preparation Preliminary project report
	4 TH	Detailed project report
6 TH	1 ST	Techno-economic Feasibility
	2 ND	Project Viability
	3 RD	Management Principles

		Definitionsofmanagement
	4 TH	Principlesofmanagement
7 TH	1 ST	Functionsofmanagement(planning,organising,staffing,directingandcontrollingetc.)
	2 ND	Functionsofmanagement(planning,organising,staffing,directingandcontrollingetc.)
	3 RD	LevelofManagementinanOrganisation
	4 TH	FunctionalAreasofManagement a)ProductionmanagementFunctions,Activities
8 TH	1 ST	ProductivityQualitycontrol ProductionPlanningandcontrol
	2 ND	b)InventoryManagement NeedforInventorymanagement
	3 RD	Models/TechniquesofInventorymanagement
	4 TH	c)FinancialManagement FunctionsofFinancialmanagement ManagementofWorkingcapitalCosting(onlyconcept)
9 TH	1 ST	BreakevenAnalysis BriefideaaboutAccountingTerminologies:Book Keeping,Journalentry,PettyCashbook,P&LAccounts,Balance Sheets(onlyConcepts)
	2 ND	d)MarketingManagement ConceptofMarketingandMarketingManagement
	3 RD	MarketingTechniques(onlyconcepts) Conceptof4Ps(Price,Place,Product,Promotion)
	4 TH	e) Human Resource ManagementFunctionsofPersonnelManagement ManpowerPlanning,Recruitment,
10 TH	1 ST	Sourcesofmanpower,Selectionprocess, MethodofTesting,MethodsofTraining&Development,PaymentofWages
	2 ND	LeadershipandMotivation a)Leadership DefinitionandNeed/Importance
	3 RD	Qualitiesandfunctionsofaleader ManagerVsLeader
	4 TH	StyleofLeadership(Autocratic,Democratic,Participative)
11 TH	1 ST	b)Motivation Definition and characteristicsImportanceofmotivation
	2 ND	Factors affecting motivationTheoriesofmotivation(Maslow) MethodsofImprovingMotivation
	3 RD	ImportanceofCommunicationinBusiness

		Types and Barriers of Communication
	4 TH	Work Culture, TQM & Safety Human relationship and Performance in Organization
12 TH	1 ST	Relations with Peers, Superiors and Subordinates
	2 ND	TQM concepts: Quality Policy, Quality Management, Quality system
	3 RD	Accidents and Safety, Cause, preventive measures
	4 TH	General Safety Rules, Personal Protection Equipment (PPE)
13 TH	1 ST	Legislation a) Intellectual Property Rights (IPR),
	2 ND	Patents, Trademarks, Copyrights
	3 RD	b) Features of Factories Act 1948 with Amendment (only salient points)
	4 TH	b) Features of Factories Act 1948 with Amendment (only salient points)
14 TH	1 ST	c) Features of Payment of Wages Act 1936 (only salient points)
	2 ND	c) Features of Payment of Wages Act 1936 (only salient points)
	3 RD	Smart Technology Concept of IOT, How IOT works
	4 TH	Components of IOT, Characteristics of IOT
15 TH	1 ST	Categories of IOT
	2 ND	Applications of IOT - Smart Cities, Smart Transportation,
	3 RD	Smart Home, Smart Healthcare, Smart Industry,
	4 TH	Smart Agriculture, Smart Energy Management etc.

Ashwini Nayan
30.07.23
Signature of assigned faculty

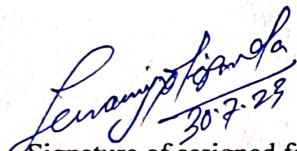
Sanjay Kumar
30.7.23
Signature of H.O.D

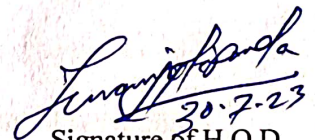
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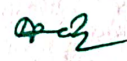
DISCIPLINE: HM&CT	SEMESTER: 5 TH (W)	NAME OF THE TEACHING FACULTY: MR JEEVANJYOTI PANDA
SUBJECT: TH2 FOOD PRODUCTION -IV	NO. OF DAYS/PER WEEK CLASS ALL OTTED: 4	SEMESTER FROM DATE: 01.08.2023 TO DATE: 30.11.2023
WEEK	CLASS DAY	NO. OF WEEKS: 15 THEORY/PRACTICAL TOPICS
1 ST	1 ST 2 ND 3 RD 4 TH	LAYOUT & 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
2 ND	1 ST 2 ND 3 RD 4 TH	2. TERMS & LARDER CONTROL a) Common terms used in the Larder and Larder control b) Essentials of Larder Control c) Importance of Larder Control d) Devising Larder Control Systems e) Leasing with other Departments f) Yield Testing
3 RD	1 ST 2 ND 3 RD 4 TH	3. 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
4 TH	1 ST 2 ND 3 RD 4 TH	4. SAUSAGE a) Introduction to charcuterie b) Sausage - Types & Varieties c) Casings - Types & Varieties d) Fillings - Types & Varieties e) Additives & Preservatives
5 TH	1 ST 2 ND 3 RD 4 TH	5. FORCEMEATS a) Types of forcemeats b) Preparation of forcemeats c) Uses of forcemeats
6 TH	1 ST	6. BRINES, CURES & MARINADE a) Types of Brines

	2 nd 3 rd 4 th	b) Preparation of Brines c) Methods of Curing d) Types of Marinades e) Uses of Marinades f) Difference between Brines, Cures & Marinades
7 th	1 st 2 nd 3 rd 4 th	7. 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
8 TH	1 st 2 nd 3 rd 4 th	8. GALANTINES a) Making of galantines b) Types of Galantine c) Ballotines
9 TH	1 ST 2 ND 3 RD 4 TH	9. PATES a) Types of Pate b) Pate de foie gras c) Making of Pate d) Commerical pate and Pate Maison e) Truffle - sources, Cultivation and uses and Types of truffle
10 TH	1 ST 2 ND 3 RD	10. MOUSE & MOUSSELINE a) Types of mousse b) Preparation of mousse c) Preparation of mousseline
	4 TH	d) Difference between mousse and mousseline
11 TH	1 st 2 nd 3 rd 4 th	11. CHAUD FROID a) Meaning of Chaud froid b) Making of chaud froid & Precautions c) Types of chaud froid D. Uses of chaud froid
12 TH	1 st 2 nd 3 rd 4 th	12. ASPIC & GELEE a) Definition of Aspic and Gelee b) Difference between the two c) Making of Aspic and Gelee d) Uses of Aspic and Gelee

13 TH	1 st 2 nd 3 rd 4 th	13. NON EDIBLE DISPLAYS a) Ice carvings b) Tallow sculpture c) Fruit & vegetable Displays d) Salt dough e) Pastillage f) Jelly Logo g) Thermacol work
14 TH	1 st 2 nd 3 rd 4 th	14. APPETIZERS & GARNISHES 5 a) Classification of Appetizers b) Examples of Appetizers c) Historic importance of culinary Garnishes d) Explanation of different Garnishes
15 TH	1 st 2 nd 3 RD 4 TH	15. 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 g) Storing of Sandwiches


30.7.23
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30.7.23
Signature of H.O.D


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DISCIPLINE: HM&CT	SEMESTER: 5TH	NAME OF THE TEACHING FACULTY: MRS ANITA KUMARI PATI
SUBJECT: TH3 FOOD & BEVERAGE SERVICES -IV	NO. OF DAYS/PER WEEK CLASS ALLOTTED: 4	SEMESTER FROM DATE: 01.08.2023 TO DATE: 30.11.2023
WEEK	CLASS DAY	NO. OF WEEKS: 15
1 ST	1 st 2 nd 3 rd 4 th	THEORY/PRACTICAL TOPICS 01. PLANNING & OPERATING VARIOUS F&B OUTLET a) Physical layout of function and ancillary areas. b) Objective of a good layout.
2 ND	1 st 2 nd 3 rd 4 th	c) Steps in planning. d) Factor to be considered while planning. e) Calculating space requirement
3 RD	1 st 2 nd 3 rd 4 th	f) Various set ups for seating. g) Planning staff requirement. h) Menu planning.
4 RD	1 st 2 nd 3 rd 4 th	i) Constraints of menu planning j) Selecting and planning of heavy duty and light equipment k) Requirement of quantities of equipment required like crockery, Glassware, Cutlery-steel or silver etc. l) Suppliers & manufacturers. m) Approximate cost. n) Planning Decor, furnishing fixture etc
5 TH	1 st 2 nd 3 rd 4 th	02. FUNCTION CATERING BANQUETS a) History b) Types c) Organisation of Banquet department d) Duties & responsibilities e) Sales f) Booking procedure g) Banquet menus
6 TH	1 ST 2 nd 3 rd 4 TH	03. BANQUET PROTOCOL a) Space Area requirement b) Table plan/arrangement c) Misc-en-place d) Service e) Toast & Toast procedures
7 TH	1 st 2 nd 3 rd 4 th	05. FUNCTION CATERING BUFFETS a) Introduction b) Factors to plan buffets
8 TH	1 st 2 nd 3 rd 4 th	c) Area requirement d) Planning and organizations e) Sequence of food

9 TH	1 st 2 nd 3 rd 4 th	f) Menu planning g) Types buffets h) Display i) Sit down j) Fork, Finger, Cold Buffet
10 TH	1 st 2 nd 3 rd 4 th	k) Breakfast Buffets l) Equipment m) Supplies n) Check list
11 TH	1 st 2 nd 3 rd 4 th	06. GUERIDON SERVICE a) History of gueridon b) Definition
12 TH	1 st 2 nd	c) General consideration of operations d) Advantages & Disadvantages
	3 rd 4 th	e) Types of trolleys
13 TH	1 st 2 nd 3 rd 4 th	f) Factor to create impels, Buying – Trolley, open kitchen g) Gueridon equipment h) Gueridon ingredients
14 TH	1 st 2 nd 3 rd 4 th	07. KITCHEN STEWARDING a) Importance b) Opportunities in kitchen stewarding
15 TH	1 st 2 nd 3 rd 4 th	c) Record maintaining
		d) Machine used for cleaning and polishing
		e) Inventory

Amalika
30/09/23

Signature of assigned faculty

Lunipokanda
30.9.23

Signature of H.O.D

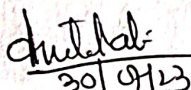
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DISCIPLINE: HM&CT	SEMESTER:5TH	NAME OF THE TEACHING FACULTY: MRS ANITA KUMARI PATI
SUBJECT:TH-4 ACCOMMODATION MANAGEMENT	NO.OF DAYS/PERWEEK CLASSALLOTTED :4	SEMESTER FROM DATE: 01.08.2023 TO DATE:30.11.2023 NO.OF WEEKS:15
WEEK	CLASS DAY	THEORY/PRACTICAL TOPICS
1st	1st 2nd 3rd 4th	01. Liner Room a) Activities of the liner Room b) Layout and equipment in the liner Room c) Selection criteria for various liner items & Fabrics suitable for this purpose d) Purchase of linen
2nd	1st 2nd 3rd 4th	e) Calculation of linen requirements f) Liner control procedure & records g) Recycling of discarded liner h) Line hire
3rd	1st 2nd 3rd 4th	02. Uniforms a) Advantages of providing uniforms to staff b) Issuing and exchange of uniforms types of uniform c) Selection and designing of uniform d) Layout of the uniform room
4th	1st 2nd 3rd 4th	03. Sewing Room a) Activities and areas to be provided b) Equipment provided
5th	1st	04. Laundry a) Commercial and on site laundry
	2nd 3th 4th	b) Flow process of industrial laundering-OPL c) Stages in wash cycle d) Laundry Equipment and machine e) Layout of the laundry f) Laundry Agents
6^h	1st 2nd 3rd 4th	g) Dry cleaning h) Guest laundry/ valet service i) Stain removal
7th	1st 2nd 3rd 4th	05. Pest Control a) Areas of infestation b) Preventive Measures c) Control Measures for different infestations

8 th	1 st 2 nd 3 rd 4 th	06. 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
9 th	1 st 2 nd 3 rd 4 th	07. Planning and Organizing the HKD a) Area inventory list b) Frequency Schedule c) Performance and productivity standard d) Time & motion study
10 th	1 st 2 nd 3 rd 4 th	e) Standard Operating Manuals – job procedure f) Job allocation & work Schedule g) Calculating Staff strength and planning duty roster
11 st	1 st 2 nd 3 rd 4 th	h) Training in HKD, performance Appraisals i) Selecting of cleaning equipments and agents j) Inventory level and non recycled items
12 th	1 st 2 nd 3 rd 4 th	08. Budget and Budgetary Control a) The budget purpose b) Planning capital budget c) Operating budget. Controlling expenses – Income statement d) Purchasing System – Method of buying e) Stock Records – Issuing control
13 th	1 st 2 nd 3 rd 4 th	09. Housekeeping institutions Other than hotels 10. Contracts Services a) Types of contract services b) Guidelines for hiring contract service c) Advantages and disadvantages of contract service
12 th	1 st	11. Safety and Security a) Safety awareness and accident prevention
	2 nd 3 rd 4 th	b) Fire Safety and Firefighting equipment c) First aid d) Keys and keys control e) Crime prevention and dealing with emergency situation
13 th	1 st 2 nd 3 rd 4 th	12. Energy and water Conservation 13. Interior Decoration
14 th	1 st 2 nd 3 rd 4 th	14. Elements of design a) Colour and its roll in decor b) Window and Window treatment c) Lighting and lighting fixtures d) Floor finishes e) Carpets f) Furniture and fitting g) Accessories

15 th	1 st 2 nd 3 rd 4 th	15. Layout of guest rooms – Refurnishing and Redecoration a) Size of rooms, sizes of furniture's, furniture arrangement b) Principles of design c) Colour harmony and colour scheme 16.New property Countdown
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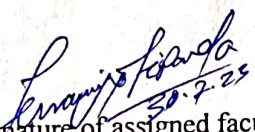

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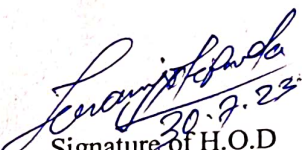

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DISCIPLINE: HM & CT	SEMESTER: 5TH	NAME OF THE TEACHING FACULTY: MR. JEEVANTYOTI PANDA
SUBJECT: Th.5 FRONT OFFICE MANAGEMENT	NO. OF DAYS/PER WEEK CLASS ALLOTTED: 4	SEMESTER FROM DATE 01.08.2023 TO DATE: 30.11.2023
WEEK	CLASS DAY	THEORY/PRACTICAL TOPICS
1 st	1 st 2 nd 3 rd 4 th	1. Tourism Study a) Impact of Tourism on a Country Economic Impact Social and cultural Impact Environmental Impact b) Importance of National Tourism Organisations and Public Policy
2 nd	1 st 2 nd 3 rd 4 th	c) Knowledge of International Organisation WTO, IUOTO, PATA, WATA, UFTAA, TAAI, IATA, ASTA d) Preparation of Itinerary of tourist and Package tour
3 rd	1 st 2 nd 3 rd 4 th	e) ECO Tourism Environmental Issue on tourism Water pollution, Air Pollution, Habitat Destruction f) Recreation Leisure Management Basic History and concepts of Leisure in relation to family & society
4 th	1 st 2 nd 3 rd 4 th	2. Hospitality a) Concept of hospitality b) Importance of hospitality
		3. Planning and Evaluating Front Office Operation Forecasting Room Availability
5 th	1 st , 2 nd , 3 rd & 4 th	a) Percentage of Walk-in
6 th	1 st 2 nd 3 rd 4 th	b) Percentage of overstay c) Forecast formula
7 th	1 st , 2 nd , 3 rd & 4 th	d) Sample forecast forms
8 th	1 st 2 nd 3 rd 4 th	Budgeting For Operation Forecasting room revenue a) Estimator expenses b) Refining Budget Plan
9 th	1 st 2 nd 3 rd 4 th	Evaluating Budget plan a) Daily Operations Report b) Occupancy Ratio c) Occupancy Percentage
10 th	1 st 2 nd 3 rd 4 th	d) Average Daily Rate e) Average Rate for Guest
11 th	1 st 2 nd 3 rd 4 th	4. Yield Management a) Concept And Importance b) Applicability to room division c) Capacity management

12 th	1 st 2 nd 3 rd 4 th	d) Discount Allocation e) Duration Control f) Measuring Yield
13 th	1 st 2 nd 3 rd 4 th	g) Potential high and low demand tactics h) Yield management software i) Yield management term
14 th	1 st 2 nd 3 rd 4 th	5. Foreign Exchange, Passport, visa a. Foreign Currency b. Passport c. Passport and other Valid document (Visa)
15 th	1 st 2 nd 3 rd 4 th	d. Tourist Visa e. Collective Visa f. Other Type Visa


Signature of assigned faculty


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