

DISCIPLINE: HM&CT	SEMESTER: 6 TH (S)	NAME OF THE TEACHING FACULTY: MRS ANITA KUMARI PATI(LECT.IN HM &CT)
SUBJECT: TH.2 FOOD & BEVERAGE SERVICE-V	NO.OF DAYS/PER WEEK CLASS ALLOTTED:4	SEMESTER FROM DATE: 16.01.2024 TODATE: 26.04.2024 NO.OF WEEKS: 15
WEEK	CLASSDAY	THEORY/PRACTICAL TOPICS
1 ST	1 ST 2 ND 3 RD 4 TH	1. FOOD & BEVERAGE STAFF ORGANISATION a) Category of Staff b) Hierarchy
2 ND	1 ST 2 ND 3 RD 4 TH	c) Job Description and Specification d) Duty Roaste
3 RD	1 ST 2 ND 3 RD 4 TH	2. MANAGING FOOD & BEVERAGE OUTLET a) Supervisory Skills b) Developing Efficiency
4 TH	1 ST 2 ND 3 RD 4 TH	c) Standard Operating Procedure
5 TH	1 ST 2 ND 3 RD 4 TH	3. BAR OPERATIONS a) Types of Bar <input type="checkbox"/> Cocktail <input type="checkbox"/> Dispense
6 TH	1 ST 2 ND 3 RD 4 TH	b) Area Of Bar c) Front Bar d) Back Bar e) Under Bar (Speed Rack, Garnish Container, Ice Well Etc.)

7 TH	1 ST 2 ND 3 RD 4 TH	f) Bar Stock g) Bar Control
8 TH	1 ST 2 ND 3 RD 4 TH	h) Bar Staffing i) Opening And Closing Duties
9 TH	1 ST 2 ND 3 RD 4 TH	4. COCKTAILS & MIXED DRINKS a) Definition and History b) Classification c) Recipe, Preparation and Service of Popular Cocktails
10 TH	1 ST 2 ND 3 RD 4 TH	<input type="checkbox"/> Martini- Dry & Sweet <input type="checkbox"/> Manhattan- Dry & Sweet <input type="checkbox"/> Dubonnet <input type="checkbox"/> Roy-Roy <input type="checkbox"/> Bronx
11 TH	1 ST 2 ND 3 RD 4 TH	<input type="checkbox"/> White Lady <input type="checkbox"/> Pink Lady <input type="checkbox"/> Side Car <input type="checkbox"/> Bacardi <input type="checkbox"/> Alexandra <input type="checkbox"/> John Collins <input type="checkbox"/> Tom Collins <input type="checkbox"/> Gin FIZZ
12 TH	1 ST 2 ND 3 RD 4 TH	<input type="checkbox"/> 0Pimm's Cup- No. 1,2,3,4,5 <input type="checkbox"/> Flips <input type="checkbox"/> Noggs <input type="checkbox"/> Champagne Cocktail <input type="checkbox"/> Between The Sheets <input type="checkbox"/> Daiquiri
13 TH	1 ST 2 ND 3 RD 4 TH	<input type="checkbox"/> Bloody Mary <input type="checkbox"/> Screw Driver <input type="checkbox"/> Tequila Sunrise <input type="checkbox"/> Gin-Sling <input type="checkbox"/> Planters Punch <input type="checkbox"/> Singapore Sling <input type="checkbox"/> Pinacolada
14 TH	1 ST 2 ND 3 RD 4 TH	<input type="checkbox"/> Rusty Nail <input type="checkbox"/> B & B <input type="checkbox"/> Black Russian <input type="checkbox"/> Margarita <input type="checkbox"/> Gimlet-Dry & SWEET <input type="checkbox"/> Cuba Libre <input type="checkbox"/> Whiskey Sour

15 TH	1 ST	Blue Lagoon
	2 ND	Harvey Wall Banger
	3 RD	Bombay Cocktail
	4 TH	

Andal
13/01/24

Signature Of Assign Faculty

Lurajipipoda
13.01.24

Signature Of HOD

per
PRINCIPAL 2024
Govt. Polytechnic
BERHAMPUR (GM.)

LESSON PLAN OF 2023-24

(5TH SEMESTER HM&CT)

DISCIPLINE: HM&CT	SEMESTER: 5TH (W)	NAME OF THE TEACHING FACULTY: MS ASHRITA NAYAK
SUBJECT: TH1 ENTERPRENEURSHIP 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
1ST	1ST	Entrepreneurship
		Concept/Meaning of Entrepreneurship
	2ND	Need of Entrepreneurship
	3RD	Characteristics, Qualities and Types of entrepreneur, Functions
2ND	4TH	Barriers in entrepreneurship
	1ST	Entrepreneurs vs. Manager
	2ND	Forms of Business Ownership: Sole proprietorship, partnership forms and others
	3RD	Types of Industries, Concept of Start-ups
3RD	4TH	Entrepreneurial support agencies at National, State, District Level (Sources): DIC, NSIC, OSIC, SIDBI, NABARD, Commercial Banks, KVIC etc.
	1ST	Entrepreneurial support agencies at National, State, District Level (Sources): DIC, NSIC, OSIC, SIDBI, N ABARD, Commercial Banks, KVIC etc.
	2ND	Technology Business Incubators (TBI) and Science and Technology Entrepreneur Parks
	3RD	Market Survey and Opportunity Identification (Bu siness Planning) Business Planning
4TH	4TH	SSI, Ancillary Units
	1ST	Tiny Units, Service sector Units
	2ND	Time schedule Plan
	3RD	Agencies to be contacted for Project Implementation
5TH	4TH	Assessment of Demand and supply and Potential areas of Growth
	1ST	Identifying Business Opportunity
	2ND	Final Product selection
	3RD	Project report Preparation Preliminary project report
6TH	4TH	Detailed project report
	1ST	Technoeconomic Feasibility
	2ND	Project Viability
	3RD	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

	4 TH	Types and Barriers of Communication 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.

Ashwita Nayen
30.07.23
Signature of assigned faculty

Sanjay Kumar
30.7.23
Signature of H.O.D

APB
PRINCIPAL
Govt. Polytechnic,
BERHAMPUR (GM.)

DISCIPLINE: HM&CT	SEMESTER: 6 TH (s)	NAME OF THE TEACHING FACULTY: MS ASHRITA NAYAK(LECT.IN HM&CT)
SUBJECT TH.3 FOOD & BEVERAGE MANAGEMENT	NO.OF DAYS/PER WEEK CLASS ALLOTTED:4	SEMESTER FROM DATE:16.01.2024 TO DATE:26.04.2024 NO.OF WEEKS:15
WEEK	CLASS DAY	THEORY/PRACTICAL TOPICS
1 ST	1 ST 2 ND 3 RD 4 TH	1. Food cost control a) Introduction to cost control b) Define cost control c) Objectives and advantages of cost control 2. Food control cycle (Purchasing control) a) Aims of purchasing b) Job description of purchase manager c) Types of food purchase
2 ND	1 ST 2 ND 3 RD 4 TH	d) Quality purchasing e) Purchasing procedure f) Methods of purchasing g) Source of supply h) Standard purchase Specification i) Purchase order form j) Ordering cost k) Carrying cost l) EOQ 3. Receiving control a) Aims of receiving b) Receiving staff c) Equipments for receiving

3 RD	1 ST 2 ND 3 RD 4 TH	d) Document given by supplier e) Delivery notes f) Bills/Invoice g) Credit notes h) Records Maintained in the receiving department i) Goods received book j) Meat tags k) Receiving procedure l) Bound receiving m) Frauds in receiving department 4. Storing and Issuing Control a) Aims of store control b) Food store room personnel
4 TH	1 ST 2 ND 3 RD 4 TH	c) Arrangement of food d) Location of storage facilities e) Security f) Stock control g) Types of foods received h) Record Maintained i) Issuing Control j) Requisitions k) Transfer notes l) Stock Taking
5 TH	1 ST 2 ND 3 RD 4 TH	5. Production Control a) Aim and objective b) Forecasting c) Fixing of standard d) Definition of standard (Quality & Quantity) <input type="checkbox"/> Standard Recipe (Definition, Objective and tests) <input type="checkbox"/> Standard Portion Size (Definition, Objective and Equipments Used) <input type="checkbox"/> Standard Portion Cost
6 TH	1 ST 2 ND 3 RD 4 TH	6. Sales Control a) KOT b) Bills c) Billing Procedure- Cash & Credit Sale d) Cashier summary Sheet 7. Cost Dynamics a) Element of Cost b) Classification of Cost 8. Sales Concept a) Various Sales Concept b) Use of Sales Concept

7 TH	1 ST 2 ND 3 RD 4 TH	9. Inventory Control a) Importance b) Objective c) Method d) Level and Technique e) Perpetual Inventory f) Monthly Inventory g) Pricing Of commodities h) Comparison of Physical And Perpetual Inventory
8 TH	1 ST 2 ND 3 RD 4 TH	10. Beverage Control a) Purchasing b) Receiving c) Storing d) Issuing e) Producing Control f) Standard Recipe g) Standard portion Size h) Bar frauds i) Books Maintained
9 TH	1 ST 2 ND 3 RD 4 TH	11. Sales Control a) Procedure of Cash Control b) Machine System c) ECR d) NCR e) Preset Machines f) POS g) Reports h) Theft i) Cash Handling
10 TH	1 ST 2 ND 3 RD 4 TH	12. Budgetary Control a) Define Budget b) Define Budgetary Control c) Objective d) Types of Budget

11 TH	1 ST 2 ND 3 RD 4 TH	13. Variance Analysis a) Standard Cost b) Standard Costing c) Cost Variances d) Material Variances e) Labour Variances f) Overhead Variances g) Fixed Overhead Variances h) Sales Variances i) Profit Variances
12 TH	1 ST 2 ND 3 RD 4 TH	14. Labour Cost Control a) Staffing b) Payroll c) Over Time
13 TH	1 ST 2 ND 3 RD 4 TH	15. Breakeven Analysis a) Breakeven Chart b) PV Ratio c) Contribution d) Marginal Cost e) Graphs
14 TH	1 ST 2 ND 3 RD 4 TH	16. Menu Merchandising a) Menu Control b) Menu Structure c) Planning d) Pricing of Menu e) Types of Menu f) Menu as Marketing tool g) Layout h) Constraints of Menu Planning
15 TH	1 ST 2 ND 3 RD 4 TH	17. MIS a) Reports b) Calculation of Actual Cost c) Daily Food Cost d) Monthly Food Cost e) Statistical Revenue Reports

Ananya
13/01/24
Signature of Assign Faculty

Princip
16/11/2024
PRINCIPAL
Govt. Polytechnic
BERHAMPUR (GM.)

Srinivas
13/01/24
Signature Of HOD

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	SEMESTERFROM DATE: 01.08.2023 TODATE:30.11.2023
WEEK	CLASSDAY	NO.OFWEEKS:15 THEORY/PRACTICALTOPICS
1 st	1 st 2 nd 3 rd 4 th	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
2 nd	1 st 2 nd 3 rd 4 th	e) Calculation of linen requirements f) Liner control procedure & records g) Recycling of discarded liner h) Line hire
3 rd	1 st 2 nd 3 rd 4 th	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
4 th	1 st 2 nd 3 rd 4 th	03. Sewing Room a) Activities and areas to be provided b) Equipment provided
5 th	1 st 2 nd 3 th 4 th	04. Laundry a) Commercial and on site laundry 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	1 st 2 nd 3 rd 4 th	g) Dry cleaning h) Guest laundry/ valet service i) Stain removal
7 th	1 st 2 nd 3 rd 4 th	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
------------------	--	---

Handwritten signature
30/04/23

Signature of assigned faculty

Handwritten signature
30.4.23
Signature of H.O.D

Handwritten signature

PRINCIPAL
Govt. Polytechnic
BERHAMPUR (GM.)