

LESSON PLAN OF (2023-24)

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:29.01.2024 TO 14.05.2024 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-IIAPPLICATION 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) Down-ward communication (How it takes place, symbol, merits and demerit) 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) Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space) Language of Signs and Symbols(Audio Sign and Visual Sign in everyday life with merits and demerits)

Assigner
25/01/24

Signature of Assign Faculty

Levanjokhande
25-01-24
Signature of HOD

AR
28/1/2024

DISCIPLINE: HM&CT	SEMESTER: 2 ND (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: 29.01.2024 TO 14.05.2024 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

Signature of Assign Faculty
25.07.24
Signature of Assign Faculty

Signature of HOD
25.07.24
Signature Of HOD

Recd
25/11/24

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: 29.01.2024 TO 14.05.2024 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

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

Amal
25/01/24

Signature of Assign Faculty

Lunaj
25.01.24
Signature Of HOD

Re 2
25/1/2024

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: 29.01.2024 TO 14.05.2024 NO.OFWEEKS:15
WEEK	CLASS DAY	THEORY/PRACTICALTOPICS
1 st	1 st 2 nd 3 rd	Unit-1- THE ROLE OF HOUSE KEEPING IN HOSPITALITY OPERATION : Types of hotels and service offered Types of Rooms
	4 th	Role of house keeping in guest satisfaction and repeat business.
2 nd	1 st 2 nd 3 rd 4 th	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
3 rd	1 st 2 nd 3 rd 4 th	Unit-3- CLEANING EQUIPMENT General Criteria for selection. Manual equipment Mechanical equipment Use and care of equipment
4 th	1 st 2 nd 3 rd 4 th	Unit-4- CLEANING AGENTS General Criteria for selection Classification Polishes
5 th	1 st 2 nd 3 rd 4 th	Floor seals Use, care and storage Use of eco-friendly product in housekeeping Unit-5- COMPOSITION, CARE & CLEANING OF DIFFERENT SURFACES

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 safety 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- HOUSEKEEPING 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

Amal
25/01/24

Signature of Assign Faculty

Amal
25.01.24

Signature Of HOD

Amal
25/1/2024

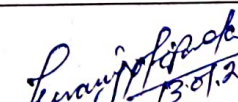
LESSON PLAN OF 2023-2024 (6TH SEMESTER HM&CT)

DISCIPLINE: HM&CT	SEMESTER: 6 TH (S)	NAME OF THE TEACHING FACULTY: MR JEEVANJYOTI PANDA LECT. (HM & CT)
SUBJECT: TH.1 FOOD NUTRITION	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. INTRODUCTION TO NUTRITION a) Introduction b) Some Important Definitions c) Relation of Food and Health d) Food and its Functions
2 ND	1 ST 2 ND 3 RD 4 TH	e) Physiological Functions f) Psychological Function g) Social Function h) Factors Affecting Food Intake and Food i) Habits j) Geographic Reasons
3 RD	1 ST 2 ND 3 RD 4 TH	k) Economic Reasons l) Religious Reasons m) Social Reasons n) Health o) Classification of Nutrients
4 TH	1 ST 2 ND 3 RD 4 TH	p) Classification on the Basis of Amounts Required Everyday q) Classification on the Basis of Function r) Classification on the Basis of Chemical Properties s) Classification on the Basis of Essentiality t) Recommended Dietary Allowances
5 TH	1 ST 2 ND 3 RD 4 TH	2. CARBOHYDRATES IN NUTRITION a) Introduction b) Classification of Carbohydrates c) Sources d) Functions e) Deficiency f) Excess Carbohydrates g) Role of Dietary Fibre in Prevention and Treatment of Disease h) Recommended Dietary Intake for Adults i) Artificial Sweeteners

6 TH	1 ST 2 ND 3 RD 4 TH	3. PROTEINS IN NUTRITION a) Introduction b) Essential Amino Acids c) Non-essential Amino Acids d) Protein Quality e) Limiting Amino Acid f) Biological Value g) Classification of Proteins h) Classification by Composition i) Classification by Quality
7 TH	1 ST 2 ND 3 RD 4 TH	j) Functions in the Human Body k) Methods of Improving Protein Quality l) Factors Influencing Protein m) Requirements n) Recommended Dietary Allowances o) Dietary Sources p) Animal Food Sources q) Plant Food Sources r) Special Protein Supplements s) Effect of Deficiency t) Effect of Excess
8 TH	1 ST 2 ND 3 RD 4 TH	4. WATER a) Introduction b) Functions c) Daily Intake of Water d) Daily Loss of Body Water e) Water Balance f) Deficiency of Water g) Retention of Water h) Daily Requirement i) Beverages j) Nutritive Value of Beverages
9 TH	1 ST 2 ND 3 RD 4 TH	5. VITAMINS a) Introduction b) Classification c) Fat-Soluble Vitamins d) Vitamin A
10 TH	1 ST 2 ND 3 RD 4 TH	e) Vitamin D f) Vitamin E g) Vitamin K h) Water-Soluble Vitamins i) B-Complex Vitamins
11 TH	1 ST 2 ND 3 RD 4 TH	j) Thiamine (vitamin B1) k) Riboflavin (vitamin B2) l) Niacin m) Anaemia-preventing Vitamins n) Folic Acid or Dietary o) Cyanocobalamin (Vitamin B12) p) Pyridoxine (Vitamin B6) q) Vitamin C r) Effect of Cooking on Vitamins

12 TH	1 ST 2 ND 3 RD 4 TH	6. MINERALS a) Introduction b) Classification c) General Functions of Minerals d) Bioavailability of Minerals e) Calcium f) Phosphorus g) Iron h) Iodine i) Fluorine j) Sodium k) Potassium l) Magnesium
13 TH	1 ST 2 ND 3 RD 4 TH	7. BALANCED DIET a) Introduction b) Recommended Dietary Allowance c) RDAs for Specific Nutrients d) Definition e) Basic Food Groups f) Cereal and Millets Group g) Protein or Body-building Food Group h) Protective Food Group i) Secondary Protective Group or Other Fruits and Vegetables j) Fats and Oils, Sugar, and Jaggery k) Guidelines for using the Basic Food Group l) The Food Pyramid
14 TH	1 ST 2 ND 3 RD 4 TH	8. MODIFIED DIETS a) Introduction b) Purpose of Diet Therapy c) Classification of Modified Diets d) Modifications in Consistency e) Modifications in Nutrient Content f) Modifications in Fibre g) Modifications in Quantity h) Modifications in Method of Feeding i) Diets for Common Disorders j) Diabetes Mellitus
15 TH	1 ST 2 ND 3 RD 4 TH	k) Symptoms of Diabetes l) Treatment of Diabetes m) Fevers and Infection n) Cardiovascular Diseases o) Disorders of the Gastrointestinal Tract p) Liver Disorders q) Kidney Disorders r) Cancer


Signature Of Assign Faculty


Signature Of HOD


16/1/2024
PRINCIPAL
Govt. Polytechnic
BERHAMPUR (GM.)

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 Harvey Wall Banger Bombay Cocktail
	2 ND	
	3 RD	
	4 TH	

Andale
13/01/24

Signature Of Assign Faculty

Sanjivkumar
13/01/24

Signature Of HOD

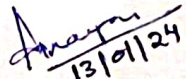
Pr
PRINCIPAL 13/01/24
Govt. Polytechnic
BERHAMPUR (GM.)

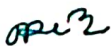
DISCIPLINE: HM&CT	SEMESTER: 6 TH (s)	NAME OF THE TEACHING FACULTY: MS ASHRITA NAYAK(LECT.IN HM&CT)
SUBJECT TH.3 FOOD & BEVERAGE MANAGEMENT	NO.OF DAYS/PER WEEK CLASS ALLOTTED:4	SEMESTER FROM DATE:16.01.2024 TO DATE:26.04.2024 NO.OF WEEKS:15
WEEK	CLASS DAY	THEORY/PRACTICAL TOPICS
1 ST	1 ST 2 ND 3 RD 4 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

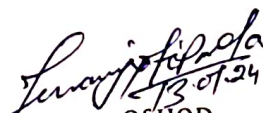
3 RD	1 ST 2 ND 3 RD 4 TH	d) Document given by supplier e) Delivery notes f) Bills/Invoice g) Credit notes h) Records Maintained in the receiving department i) Goods received book j) Meat tags k) Receiving procedure l) Bound receiving m) Frauds in receiving department 4. Storing and Issuing Control a) 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


13/01/24
Signature of Assign Faculty


16/1/2024
PRINCIPAL
Govt. Polytechnic
BERHAMPUR (GM.)


13.01.24
Signature Of HOD

DISCIPLINE: HM&CT	SEMESTER:6TH(S)	NAME OF THE TEACHING FACULTY:
SUBJECT: TH.4 HOTEL MAINTANANCE & MANAGEMENT	NO.OF DAYS/PERWEEK CLASSALLOTTED:4	SEMESTER FROM DATE:16.01.2024 TODATE:26.04.2024 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
7 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
15 th	1 ST 2 ND 3 RD 4 TH	9. Fire Prevention & Protection a) Different types of fires b) Fire alarms c) Different types of extinguishers d) Fire hazards

Signature of Assign Faculty

[Signature]
Signature Of HOB

[Signature]
16/11/2024
PRINCIPAL
Govt. Polytechnic
RHAMPUR (GM.)