

# MADHYA PRADESH HIGHER EDUCATION

## BBA (Hotel Management)

### Syllabus

B.B.A (Hotel Management) Three/Four Years Degree Program

Annual System - I to IV

Proposed as per NEP-2020

to be implemented from academic year-2021-22

BBA (Hotel Management)- First year

Course Type	Subject Name
Major-1	Food and Beverage Management - I
Major-2	Accommodation Management - I
Minor	Computer Application - I
Elective	Select any one from the elective subject list
Vocational	Select any one from the vocational subject list
Foundation-1	Hindi Language + English
Foundation-2	Environmental Studies + Yoga and Meditation
Internship	Field Projects/internship/ Apprenticeship/ Community engagement and service

Sangeet

Smruti

Michael  
E. J. S. S.  
C. S. S.

**B.B.A (Hotel Management) Three/Four Years Degree Program**

**Annual System - I to IV**

**Proposed as per NEP-2020 to be implemented from academic year 2021-22**

**Nomenclature and Course Outline**

**First Year**

**B.B.A. (Hotel Management): First Year**

Course Type	Subject Code	Subject Name	Credit Hours			Cumulative Credit Hours
			Theory	Practical	Total	
Major-1	MAJBBAHM-101	Food and Beverage Management - I	2	4	6	6
Major-2	MAJBBAHM- 02	Accommodation Management - I	2	4	6	12
Minor	MINBBAHM-103	Computer Application - I	2	4	6	18
Flective	Code as per list Attached	Select any one from the elective subject list	6	NA	6	24
Vocational	Code as per list Attached	Select any one from the vocational subject list	4	NA	4	28
Foundation-1	X1-FCEA1T	Hindi Language	2	NA	4	32
	X1-FCHB1T	English	2			
Foundation-2	X1-FCAC1T	Environmental Education	2	NA	4	36
	A1-YOSC1F	Yoga and Meditation	2	NA		
Internship	INTBBAHM-103	Field Projects/internship/ Apprenticeship/ Community engagement and service	NA	4	4	40
		<b>Total credits for 1<sup>st</sup> Year</b>				<b>40</b>

*Sargu*

*Aruta*

*Aruta*

*Aruta*

*Aruta*

*Aruta*

**List of Elective subjects (As per NEP-2020):**

Sr. No	Subject Code	Subject Name
1	ELCBBAHM-001	Basic Hotel Accounting and Applicable Law
2	ELCBBAHM-002	Tourism Concept and Hospitality Marketing
3	ELCBBAHM-003	Human Resource Management

**List of Vocational Subjects (As per NEP-2020):**

Sr. No	Subject Code	Subject Name
1	VOCBBAHM-001	Food Science and Nutrition
2	VOCBBAHM-002	Utility Management
3	VOCBBAHM-003	Management Concept and Decision Making Concept

*Sangeeta*

*Arushi*

*Arushi*

*Arushi*

*Arushi*



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**to be implemented from academic year 2021-22**

**BBA (Hotel Management)- Second year**

Course Type	Subject Name
Major-1	Food and Beverage Management – II
Major-2	Accommodation Management – II
Minor	Computer Application and Hotel Software Package – I
Elective	Select any one from the elective subject list
Vocational	Select any one from the vocational subject list
Foundation-1	Hindi Language + English
Foundation-2	Startups and Entrepreneurship + Women Empowerment
Internship	Field Projects/internship/ Apprenticeship/ Community engagement and service

*Sangeetha*

*Aravind*

*Mukesh*

*Sanjay*

*Aravind*

**B.B.A (Hotel Management) Three/Four Years Degree Program**

**Annual System - I to IV**

**Proposed as per NEP-2020 to be implemented from academic year 2021-22**

**Nomenclature and Course Outline**

**Second Year**

**B.B.A. (Hotel Management): Second Year**

Course Type	Subject Code	Subject Name	Credit Hours			Cumulative Credit Hours
			Theory	Practical	Total	
Major-1	MAJBBAHM-201	Food and Beverage Management - II	2	4	6	6
Major-2	MAJBBAHM-202	Accommodation Management - II	2	4	6	12
Minor	MINBBAHM-203	Computer Application and Hotel Software Package - I	2	4	6	18
Elective	ELECTIVE	Select any one from the elective subject list	6	NA	6	24
Vocational	VOCATIONAL	Select any one from the vocational subject list	4	NA	4	28
Foundation-1		Hindi Language	2	NA	2	32
		English	2	NA	2	
Foundation-2		Startups and Entrepreneurship	2	NA	2	36
		Women Empowerment	2	NA	2	
Internship	INTBBAHM-208	Field Projects/Internship/ Apprenticeship/ Community engagement and service	NA	4	4	40
		<b>Total credits for 2<sup>nd</sup> Year</b>				<b>40</b>

*Sangeetha*

*Aravind*

*Mishra*

*Chopra*

*Bohara*

*Sharma*

**List of Elective subjects (As per NEP-2020):**

Sr. No	Subject Code	Subject Name
1	ELCBBAHM-001	Basic Hotel Accounting and Applicable Law
2	ELCBBAHM-002	Tourism Concept and Hospitality Marketing
3	ELCBBAHM-003	Human Resource Management

**List of Vocational Subjects (As per NEP-2020):**

Sr. No	Subject Code	Subject Name
1	VOCBBAHM-001	Food Science and Nutrition
2	VOCBBAHM-002	Utility Management
3	VOCBBAHM-003	Management Concept and Decision Making Concept

*Sangeetha*

*Aravind*

*Aravind*

*Santhosh*

*Rup*

*Aravind*



# MADHYA PRADESH HIGHER EDUCATION

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**BBA (Hotel Management) - Third year**

Course Type	Subject Name
Major-1	Food and Beverage Management – III
Major-2	Accommodation Management – III
Minor	Computer Application & Hotel Software Package - II
Elective	Select any one from the elective subject list
Vocational	Select any one from the vocational subject list
Foundation-1	Hindi Language + English
Foundation-2	Digital Awareness + Personality Development and Carrier Building
Internship	Field Projects/internship/ Apprenticeship/ Community engagement and service

*Sangeeta*

*Arushi*

*Arushi*

*Arushi*

*Arushi*

**B.B.A (Hotel Management) Three/Four Years Degree Program**

**Annual System - I to IV**

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**Nomenclature and Course Outline**

**Third Year**

**B.B.A. (Hotel Management): Third Year**

Course Type	Subject Code	Subject Name	Credit Hours			Cumulative Credit Hours
			Theory	Practical	Total	
Major-1	MAJBBAHM-301	Food and Beverage Management – III	2	4	6	6
Major-2	MAJBBAHM-302	Accommodation Management – III	2	4	6	12
Minor	MINBBAHM-303	Computer Application and Hotel Software Package- II	2	4	6	18
Elective	ELECTIVE	Select any one from the elective subject list	6	NA	6	24
Vocational	VOCATIONAL	Select any one from the vocational subject list	4	NA	4	28
Foundation-1		Hindi Language	2	NA	2	32
		English	2	NA	2	
Foundation-2		Digital Awareness	2	NA	2	36
		Personality Development and Carrier Building	2	NA	2	
Internship	INTBBAHM-308	Field Projects/internship/ Apprenticeship/ Community engagement and service	NA	4	4	40
		<b>Total credits for 3<sup>rd</sup> Year</b>				40

*Sangeet*

*Smruti*

*Shubham*

*Cap*

*Dr. J. K. Singh*

*Dr. J. K. Singh*



**List of Elective subjects (As per NEP-2020):**

Sr. No	Subject Code	Subject Name
1	ELCBBAHM-001	Basic Hotel Accounting and Applicable Law
2	ELCBBAHM-002	Tourism Concept and Hospitality Marketing
3	ELCBBAHM-003	Human Resource Management

**List of Vocational Subjects (As per NEP-2020):**

Sr. No	Subject Code	Subject Name
1	VOCBBAHM-001	Food Science and Nutrition
2	VOCBBAHM-002	Utility Management
3	VOCBBAHM-003	Management Concept and Decision Making Concept

*Sangeetha*

*Arvitha*

*Althobani*

*Arp*

*Benji*

*Arav*

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**BBA (Hotel Management) - Fourth year**

Course Type	Subject Name
Major-1	Food and Beverage Management – III
Major-2	Accommodation Management – III
Major-3	Hotel Software Package Operation & Setting
Compulsory-1	Research Methods
Compulsory-1	Thesis work
Internship	Field Projects/internship/ Apprenticeship/ Community engagement and service
Field Work	Field Work

*Sangeeta*  
*Arvita*  
*Arvita*  
*Arvita*  
*Arvita*  
*Arvita*

**B.B.A (Hotel Management) Three/Four Years Degree Program**

**Annual System - I to IV**

Proposed as per NEP-2020 to be implemented from academic year 2021-22

**Nomenclature and Course Outline**

**Fourth Year**

**B.B.A. (Hotel Management): Fourth Year**

Course Type	Subject Code	Subject Name	Credit Hours			Cumulative Credit Hours
			Theory	Practical	Total	
Major-1	MAJBBAHM-401	Food and Beverage Management – IV	2	4	6	6
Major-2	MAJBBAHM-402	Accommodation Management – IV	2	4	6	12
Major-3	MINBBAHM-403	Hotel Software Package Operation and Setting	2	4	6	18
Compulsory-I	COMBBAHM-404	Research Methods	6	NA	6	24
Compulsory-I	COMBBAHM-405	Thesis work	4	NA	4	28
Internship	INTBBAHM-406	Field Projects/internship/ Apprenticeship/ Community engagement and service	2	4	6	34
Field Work	INTBBAHM-407	Field Work	NA	6	6	40
		<b>Total credits for 4<sup>th</sup> Year</b>				40

*Sangeeta*

*Amrita*  
*Michael*  
*Cup*  
*Prakash*  
*Deep*



**MAJBBAHM-101AT - FOOD AND BEVERAGE MANAGEMENT - I**

<b>PART A-INTRODUCTION</b>		
<b>Program: Certificate in Hotel Management</b>		<b>Year: I</b>
<b>Subject: Hotel Management</b>		
1	<b>Course Code</b>	<b>MAJBBAHM-101AT</b>
2	<b>Course Title</b>	<b>Food And Beverage Management – I (Paper 1)</b>
3	<b>Course Type</b>	<b>Core</b>
4	<b>Pre-requisite (if any)</b>	<b>Open for all</b>
5	<b>Course learning outcomes(CLO)</b>	After attending this course students will be able to: <ol style="list-style-type: none"> <li>1. Know the history of cooking, its modern developments and develop brief idea of various cuisines.</li> <li>2. Understand the professional requirements of a kitchen personnel and the importance of maintenance of hygiene.</li> <li>3. Have insight of kitchen organization, duties and responsibilities of kitchen staff, work flow and kitchen equipments.</li> <li>4. Have thorough knowledge of methods of cooking and learn the basic skills in continental cuisine.</li> <li>5. Learn about the various commodities required for food production, their market forms, selection, storage and use.</li> <li>6. Understand the fundamentals of menu planning and standard recipes.</li> <li>7. Enhance the basic culinary and bakery skills.</li> <li>8. Learn in detail the bread making, puddings, creams, charlottes mousse etc.</li> </ol>
6	<b>Credit Value</b>	<b>2 Theory</b>
7	<b>Total Marks</b>	<b>Max. Marks 25+75      Min. Passing Marks: 33</b>

<b>PART B- CONTENT OF THE COURSE</b>		
<b>Total No. of Lectures (in hours per week) -02</b>		
<b>Total Lectures=60</b>		
<b>Units</b>	<b>Topics</b>	<b>No. of Lectures</b>
<b>Unit I</b>	<b>INTRODUCTION, STANDARDS AND HYGIENE OF PROFESSIONAL COOKERY:</b> <ul style="list-style-type: none"> <li>• Culinary history, Origin and Modern developments in equipments and foodstuff.</li> <li>• Levels of skills, Attitude towards work and Personal hygiene.</li> <li>• Facility and equipment sanitation, Cleanliness of surface</li> <li>• Garbage disposal</li> <li>• Comfort facilities: Ventilation and lighting</li> <li>• Dish washing procedure, Pot washing procedure</li> </ul>	<b>5</b>
<b>Unit II</b>	<b>KITCHEN ORGANIZATION, EQUIPMENT AND TOOLS:</b> <ul style="list-style-type: none"> <li>• Classical and Modern kitchen Brigade</li> <li>• Appropriating of staff among sections, Responsibilities of each section and coordination with other departments.</li> <li>• Duties and responsibilities of Executive Chef.</li> </ul>	<b>6</b>

*Sangeetha*

*Dr. N. S. Srinivasan*  
*Prof. N. S. Srinivasan*  
*Prof. N. S. Srinivasan*

	<ul style="list-style-type: none"> <li>• Pre-preparation, preparation and storage equipments.</li> <li>• Bakery equipments and Ancillary equipments: knives, utensils, pots, and pans.</li> </ul>	
Unit III	<b>BASIC METHODS OF COOKERY AND UNDERSTANDING RAW MATERIALS</b> <ul style="list-style-type: none"> <li>• Modes of Heat transfer,</li> <li>• Various methods of cooking: Definitions, Rules, Associated terms (Moist Methods, Dry Methods), Modern methods.</li> <li>• Classification, available forms, Uses and storage of Salt, Liquids, sweetening, Fats, and Oils, Raising or Leavening agents, Thickening and binding agents, flavourings and seasoning.</li> </ul>	7
Unit IV	<b>COMMODITIES</b> <ul style="list-style-type: none"> <li>• Milk and milk products(cream, butter, curd, Cheese) Composition, Storage, Types and Production.</li> <li>• Vegetables and Fruits: Classification, selection and cooking.</li> <li>• Classification, selection, cuts, storage, and preparation : (Beef, Lamb and Pork, Eggs, Poultry and Fish).</li> </ul>	14
Unit V	<b>FOUNDATION OF CONTINENTAL COOKERY:</b> <ul style="list-style-type: none"> <li>• Stock: Definition, Classification and types, Rules for making stocks, Recipe of white chicken stock, Brown stock, fish stock and vegetable stock.</li> <li>• Soups: Definitions, Classification on soups; Examples.</li> <li>• Sauces: Definition, Use and importance of sauces, Mother sauces- Recipes &amp; derivative of sauces.</li> <li>• Dough and pastes</li> <li>• Assembling into finished products, Garnishes and Accompaniments.</li> </ul>	10
Unit VI	<b>MENU PLANNING AND RECIPE FORMULATION</b> <ul style="list-style-type: none"> <li>• Menu planning : Factors affecting menu planning</li> <li>• Standard Recipes : Definition, writing and costing</li> <li>• Breakfast Cookery : English, American, Indian – regional Eggs, cereals, rolls and other breakfast varieties.</li> </ul>	7
Unit VII	<b>BAKERY SCIENCE</b> <ul style="list-style-type: none"> <li>• Identification, handling and Functions of raw materials: Wheat and wheat flour, Sugar, fat, yeast, water, salt, milk etc.</li> <li>• Method of bread making: Straight dough, Sponge and dough, Salt delayed, Flying ferment.</li> <li>• Bread faults and remedies.</li> <li>• Bread Diseases.</li> <li>• Bread Varieties.</li> <li>• Function of ingredients in cake making</li> <li>• Cake making method: Sugar batter, Flour batter, Blending, Boiled, Sugar water, all in process</li> </ul>	11
<b>TOTAL</b>		<b>60</b>
<b>Key Words/Tags:</b> Hygiene and standards, Organisation, Tools and Equipments, Commodities, Cooking methods, Bakery science, Stock, Sauce, Soup, Menu planning.		

Sangeeta

Smriti

Madhavi

Cup

Pranali

Chait



Part C-Learning Resources	
<b>Suggested Readings:</b>	
<b>Text Books, Reference Books, Other resources</b>	
▶	Catering Management by Mohini Sethi
▶	Super Cook (Vol. - 1 to 23, A to 2) by M.D. Voures
▶	The theory of Catering by Ronald Kinton
▶	Practical Cookery by Victor Ceserani
▶	Theory of Cookery by K. Arora
▶	Gastonomie by Larousse
▶	The Book of Ingredient by Jane Grigson
▶	Ingredients Book by Sophie Grigson's
▶	European Cookery by Jane Grigson's
▶	Understanding Baking by Joseph Amendola
▶	Basic Baking by S.C. Dubey
▶	Practical Baking by William J. Sultan

**MAJBBAHM-101AP - FOOD AND BEVERAGE MANAGEMENT -I**

PART A-INTRODUCTION		
Program: Certificate in Hotel Management		Year: I
Subject: Hotel Management		
1	Course Code	MAJBBAHM-101AP
2	Course Title	Food And Beverage Management -I (Paper 1)
3	Course Type : Core	Core
4	Pre-requisite (if any)	Open for all
5	Course learning outcomes (CLO)	<p>After attending this course students will be able to:</p> <p>CLO1- Identify kitchen Equipments, hygiene practices, safety and security of kitchen,  CLO2-Classify vegetables, do various cuts and prepare salad dressings,  CLO3- Do basic cooking,  CLO4-Prepare different sauces, egg cookery, salads and soups,  CLO5- To prepare lunch and breakfast menu: French, Indian, Chinese,  CLO6- Prepare different types of breads.  CLO7-Prepare different varieties of cakes  CLO8-Prepare different types of cookies,  CLO9 Prepare various desserts  CLO10-To identify and prepare basic cuts of chicken, fish and mutton.</p>
6	Credit Value	4 Practical
7	Total Marks	Max. Marks 25+75 Min. Passing Marks: 33

*Sangeet*

*Sunita*

*Mishra*

*Cup*

*Boyan*

*ALP*

*Red*



<b>PART B- CONTENT OF THE COURSE</b>	
<b>Lab Hours Per Week -04</b>	
<b>Total Lab Hours-120 Topics (Cookery 60 Hrs and Bakery 60 Hrs)</b>	
<b>COOKERY PRACTICAL</b>	
<p>▶ Demonstration classes to make students familiar with: The pre- preparation, preparation and methods of cookery:</p> <ul style="list-style-type: none"> <li>• Preparing and cooking Vegetables</li> <li>• Preparing and cooking fish and shellfish</li> <li>• Preparing and cooking poultry</li> <li>• Preparing and cooking eggs</li> <li>• Preparing and cooking stocks, sauces &amp; soups</li> <li>• Preparation of basic Indian gravies</li> </ul> <p>▶ Making custards and creams</p> <p>▶ At least 7 menus comprising of five dishes each to cover:</p> <ul style="list-style-type: none"> <li>• Soups, Hot and cold starters.</li> <li>• Meat dishes with vegetables and potato dishes</li> <li>• Sauces, Hot and Cold,</li> </ul> <p>▶ At least 6 menus {3 course of basic nature comprising of :.</p> <ul style="list-style-type: none"> <li>• Breakfast</li> <li>• Continental / European</li> <li>• Indian</li> <li>• Chinese.</li> </ul>	
<b>BAKERY PRACTICAL</b>	
<p>▶ Demonstration classes to make students familiar with Bakery equipments, plants, machineries and ingredients :</p> <p>▶ Three practical classes Mousses etc. (Simple Puddings)</p> <p>▶ 10 practical to cover the following:</p> <ul style="list-style-type: none"> <li>• Bread making straight dough method, breakfast rolls.</li> <li>• Short crust pastry and its products- Tarts and Pies etc.</li> <li>• Flaky and Puff pastry and their products: Patties, Palmiers, Cheese straws, Vol-au-vents, Cream horns etc..</li> <li>• Choux Pastry and its products : Eclairs and profitrolls</li> <li>• Sponge cakes: Genoise sponge, fatless sponge.</li> <li>• Icing : Butter, glazed</li> <li>• Assembling Cakes.</li> <li>• Heavy Cake : Pound Cake</li> <li>• Cookies with basic Cookie Paste</li> </ul> <p>(Bread -3 weeks, Basic Pastes - 3 weeks, Puddings - 3 weeks, Cakes - 4 weeks)</p>	

*Sangeetha*  
*Aravind*  
*Aravind*  
*Aravind*  
*Aravind*

**MAJBBAHM-102BT - FOOD AND BEVERAGE MANAGEMENT - I**

PART A-INTRODUCTION		
Program: Certificate in Hotel Management		Year: 1
Subject: Hotel Management		
1	Course Code	MAJBBAHM-101BT
2	Course Title	Food And Beverage Management – I (Paper 2)
3	Course Type	Core
4	Pre-requisite (if any)	Open for all
5	Course learning outcomes(CLO)	<p>After attending this course students will be able to:</p> <ul style="list-style-type: none"> <li>• Develop an insight into the growth of catering industry in the world from medieval period till recent times.</li> <li>• Understand the different components of the catering industry, the functions of various departments of a hotel, and their relationship with Food and Beverage Service department, in order to acquire professional competence at basic levels in the principles of Food Service and its related activities.</li> <li>• Understand the role of F &amp; B department, its functions and staffing.</li> <li>• Understand the service of different types of meals and menus prevalent in the restaurants etc.</li> <li>• Identify and use the different types of restaurant equipments.</li> <li>• Understand the history, ingredients, brewing process, types, characteristics, storage and service of beer.</li> <li>• Understand different non-alcoholic beverages with their preparation and service..</li> <li>• Develop knowledge of the restaurant control system..</li> <li>• Understand the processing, manufacturing and service of cigar and cigarettes.</li> <li>• Acquire the requisite technical skills for competent service of Food and Beverage.</li> </ul>
6	Credit Value	2 Theory
7	Total Marks	Max. Marks 25+75      Min. Passing Marks: 33

PART B- CONTENT OF THE COURSE		
Total No. of Lectures (in hours per week) -02		
Total Lectures=60		
Units	Topics	No. of Lectures
Unit I	<p><b>INTRODUCTION TO THE CATERING INDUSTRY AND DEPARTMENTAL ORGANIZATION:</b></p> <ul style="list-style-type: none"> <li>• Introduction, Growth, Classification and description of each type catering establishments: Commercial, Transport, Welfare, Industrial, Institutional.</li> </ul>	7

*Sangeetha*

*Aravind*      *Aravind*      *Aravind*      *Aravind*



	<ul style="list-style-type: none"> <li>• Organization of the hotel, Where F &amp; B department stands.</li> <li>• The hotel-guest-steward relationship, Relationship between F &amp; B service and other departments;</li> <li>• Types of F &amp; B outlets.</li> <li>• Organization of staff in various F &amp; B Outlets their Duties and responsibilities.</li> <li>• Attributes of a waiter: Effective communication skill, Personal hygiene.</li> </ul>	
Unit II	<b>RESTAURANT EQUIPMENTS AND SERVICE :</b> <ul style="list-style-type: none"> <li>• Crockery, Glassware, Cutlery, Flatware, Hollow ware - Silver and stainless steel.</li> <li>• Lines, Furnishing, fittings, and disposable.</li> <li>• Care and maintenance of restaurant equipment.</li> <li>• Forms and methods of services: English, French and Russian.</li> <li>• Mis en place, Arranging side-board.</li> <li>• Receiving the guests and social skills.</li> <li>• Service at a table.</li> </ul>	8
Unit III	<b>TYPES OF MEALS AND MENU :</b> <ul style="list-style-type: none"> <li>• Types of meal : Breakfast/Lunch/Dinner/Supper/Branch/High tea/ Afternoon Tea/Evenings.</li> <li>• Type of Menu: Table d' hote, A la carte</li> <li>• Courses of French classical menu</li> <li>• Menu terminology</li> <li>• Fundamental of menu planning Continental, Indian with accompaniments.</li> <li>• Breakfast menu : English, American, Continental, Indian.</li> <li>• High tea and Afternoon tea menu.</li> </ul>	13
Unit IV	<b>ROOM SERVICE AND ACILLARY DEPARTMENTS:</b> <ul style="list-style-type: none"> <li>• Types of room service / centralised / decentralised / decentralised mobile.</li> <li>• List of equipments, Trolley and tray set up.</li> <li>• House rules of room service waiter.</li> <li>• Room service menu.</li> <li>• Pantry, still room, plate room, hotplate, wash up, linen store.</li> <li>• Kitchen stewarding a brief description.</li> </ul>	10
Unit V	<b>BEVERAGES</b> <ul style="list-style-type: none"> <li>▶ <b>NON ALCOHOLIC</b> <ul style="list-style-type: none"> <li>• Tea and Coffee : Types, manufacturing, brand, varieties and Services</li> <li>• Milk based drinks, Juices, Soft drinks, Mineral water and tonic water</li> <li>• Mise-en-place</li> </ul> </li> <li>▶ <b>BEER</b> <ul style="list-style-type: none"> <li>• History, Ingredients</li> <li>• Brewing process: Bottom fermentation; Top fermentation</li> <li>• Types of beer (ales, lagers, draught, wheat beers) and its Characteristics</li> </ul> </li> </ul>	10

Sanghera

Unit 5

cup

cup



	<ul style="list-style-type: none"> <li>• Storages and Service of beer.</li> </ul>	
Unit VI	<b>RESTSURENT OPERATION CONTROL SYSTEM :</b> <ul style="list-style-type: none"> <li>• Necessity of good control system.</li> <li>• Functions of control system.</li> <li>• Types of K.O.T.</li> <li>• Taking order and presenting bills.</li> <li>• Duplicate and triplicate checking system.</li> <li>• Inter - departmental transfer, summary sheet, control of cash &amp; credit sales.</li> <li>• Volume forecasting and Control by selling price.</li> </ul>	8
Unit VII	<b>TOBACCO :</b> <ul style="list-style-type: none"> <li>• Processing and manufacturing of cigarettes, cigar &amp; pipe.</li> <li>• Storage and service of cigarettes and cigars.</li> </ul>	4
<b>TOTAL</b>		<b>60</b>
<b>Key Words/Tags:</b> Catering Industry, Organisation Structure, Restaurant equipment, Restaurant Service, Room Service, Meals, Menu, Beverages, Tobacco, Control System.		

Part C-Learning Resources	
<b>Suggested Readings:</b>	
<b>Text Books, Reference Books, Other resources</b>	
•	F & B Service Trg. Manual by Sudhir Andrews
•	F & B Service by Denis R. Lillicrap
•	Professional Restaurant Service by John Walleg

**MAJBBAHM-101BP - FOOD AND BEVERAGE MANAGEMENT -I**

PART A-INTRODUCTION		
Program: Certificate in Hotel Management		Year: I
Subject: Hotel Management		
1	Course Code	MAJBBAHM-101BP
2	Course Title	Food And Beverage Management -I (Paper 2)
3	Course Type : Core	Core
4	Pre-requisite (if any)	Open for all
5	Course learning outcomes (CLO)	After the course students will be able to: CLO1- identify the service equipments CLO2- conduct procedures of cleaning and polishing of equipment. They will also learn the storage process. CLO3- Taking care and maintaining equipments. CLO4- execute service skills that are required to serve in a restaurant CLO5- use the art of making the tea and coffee and their service procedures.

		CLO6- execute the process of making malted beverages, cocoa, juices and mocktails. CLO7- execute restaurant control practices.
6	Credit Value	4 Practical
7	Total Marks	Max. Marks 25+75 Min. Passing Marks: 33

PART B- CONTENT OF THE COURSE	
Lab Hours Per Week -04	
Total Lab Hours-120 Topics	
Topics	
PRACTICAL	
	<ul style="list-style-type: none"> <li>• Opening and inspecting cleaning a restaurant : Routine Cleaning, Non-Routine Cleaning</li> <li>• Identification of restaurant equipments with Diagram.</li> <li>• Special equipments used in restaurant.</li> <li>• Wiping: Glassware, Cutlery , Crockery</li> <li>• Polishing silver, silvo method, burnishing method, brass.</li> <li>• Arrangement and use of side board - Check list,</li> <li>• Laying a table cloth</li> <li>• Relaying a table cloth</li> <li>• Using a tray</li> <li>• Procedure for laying table for various meals and menu: <ul style="list-style-type: none"> <li>➤ Basic a la carte,</li> <li>➤ Basic Table d' hote,</li> <li>➤ Continental Breakfast</li> <li>➤ English Breakfast</li> </ul> </li> <li>• Layout of different Food Service areas and ancillary departments (drawing).</li> <li>• Napkin Folds - <ul style="list-style-type: none"> <li>➤ Lunch folds,</li> <li>➤ Dinner folds,</li> <li>➤ Breakfast folds.</li> </ul> </li> <li>• Menu planning for different meals.</li> <li>• Receiving guests.</li> <li>• Order taking for food and beverages, preparation for K.O.T.</li> <li>• Basic service methods: <ul style="list-style-type: none"> <li>➤ Silver service,</li> <li>➤ American service,</li> <li>➤ Russian service etc.</li> </ul> </li> <li>• Service of non-alcoholic beverages</li> <li>• Service of tobacco.</li> <li>• Preparation of bills and its presentation to the guest.</li> <li>• Room service tray set up.</li> <li>• Total Meal Experience</li> <li>• Control measures</li> </ul>

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**MAJBBAHM 102AT- ACCOMMODATION MANAGEMENT - I**

<b>PART A-INTRODUCTION</b>			
<b>Program: Certificate in Hotel Management</b>		<b>Year: I</b>	
<b>Subject: Hotel Management</b>			
1	<b>Course Code</b>	<b>MAJBBAHM 102AT</b>	
2	<b>Course Title</b>	<b>Accommodation Management – I (Paper 1)</b>	
3	<b>Course Type</b>	<b>Core</b>	
4	<b>Pre-requisite (if any)</b>	<b>Open for all</b>	
5	<b>Course learning outcomes(CLO)</b>	The students will get knowledge about: <ul style="list-style-type: none"> <li>• Organisation, function of Housekeeping department and its different sections.</li> <li>• Different departments Housekeeping co-ordinates with.</li> <li>• Procedure of cleaning different status of room.</li> <li>• Cleaning equipments and cleaning agent.</li> <li>• Lost and found procedure in the control.</li> <li>• Public area-cleaning task.</li> <li>• Floors - Types of floor finishes, methods of cleaning.</li> <li>• Knowledge about wall finishes, their types, uses and cleaning wall covering.</li> <li>• Daily routine of the housekeeping dept including clerical job of the housekeeping</li> <li>• Learn about the inspection of the guest room</li> <li>• Cleaning and care of metals: Brass, Silver, etc., and their compositions.</li> </ul>	
6	<b>Credit Value</b>	<b>2 Theory</b>	
7	<b>Total Marks</b>	<b>Max. Marks 25+75</b>	<b>Min. Passing Marks: 33</b>

<b>PART B- CONTENT OF THE COURSE</b>		
<b>Total No. of Lectures (in hours per week) -02</b>		
<b>Total Lectures=60</b>		
<b>Units</b>	<b>Topics</b>	<b>No. of Lectures</b>
<b>Unit I</b>	<b>HOUSEKEEPING AS A DEPARTMENT AND ITS ORGANISATION STRUCTURE</b> <ul style="list-style-type: none"> <li>• House keeping department in the hotel, in other institutions: to be applied in a slight different set of circumstances.</li> <li>• Interdepartmental co-operation &amp; co-ordination of Housekeeping.</li> <li>• Different sections of Housekeeping departments.</li> <li>• Organization structure of Small hotels, Medium hotels, large hotels.</li> <li>• Duties &amp; responsibilities of Housekeeping Staff and Executive Housekeeper.</li> </ul>	<b>8</b>
<b>Unit II</b>	<b>FUNCTIONS OF HOUSEKEEPING DEPARTMENT AND ROUTINE SERVICES:</b> <ul style="list-style-type: none"> <li>• Area of cleaning.</li> <li>• Security,</li> </ul>	<b>12</b>

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	<ul style="list-style-type: none"> <li>• Dealing with guests.</li> <li>• Brief notes on Lost &amp; Found.</li> <li>• Baby sitting</li> <li>• Services and facilities offered by various hotels.</li> <li>• Cleaning of Checkout room , Occupied Room, Vacant Room.</li> <li>• Evening service</li> </ul>	
Unit III	<b>CLEANING EQUIPMENT AND AGENTS :</b> <ul style="list-style-type: none"> <li>• General considerations &amp; selections of cleaning equipments.</li> <li>• Classification &amp; Types of equipments</li> <li>• Method of use &amp; mechanism for each type</li> <li>• Care &amp; maintenance of equipments.</li> <li>• General criteria for selection of cleaning agent</li> <li>• Classification of cleaning agent.</li> </ul>	12
Unit IV	<b>PUBLIC AREA CLEANING:</b> <ul style="list-style-type: none"> <li>• Periodical cleaning; task, schedule,</li> <li>• Special cleaning program.</li> </ul>	5
Unit V	<b>FLOOR AND WALL FINISHES:</b> <ul style="list-style-type: none"> <li>• Classification and characteristics of floor finishes : Hard and soft floor finishes, methods of cleaning,</li> <li>• Different wall finishes in rooms, public and back areas</li> <li>• Wall papers: Uses, merits and de – merits.</li> </ul>	8
Unit VI	<b>DAILY ROUTINES AND SYSTEMS OF HOUSEKEEPING DEPARTMENT:</b> <ul style="list-style-type: none"> <li>• Control Desk Activities</li> <li>• Staff Allocation, Duty rosters</li> <li>• Key coordination areas.</li> </ul>	5
Unit VII	<b>RECORDS AND FORMATS MAINTAINED IN HOUSEKEEPING DEPARTMENT</b>	2
Unit VIII	<b>GUEST ROOM INSPECTION - CHECK LIST</b>	2
Unit IX	<b>COMPOSITION, CARE AND CLEANING OF:</b> Metals, glass, leather, plastic, ceramic and wood.	6
<b>TOTAL</b>		<b>60</b>
Key Words/Tags: Organization, Functions, Routine services, Cleaning equipments and agent, Floor & Wall Finishes, Systems, Records format.		

**Part C-Learning Resources**

**Suggested Readings:**

**Text Books, Reference Books, Other resources**

Hotel Housekeeping by Sudhir Andrews

Hotel, Hostel & Hospital Housekeeping by Joan C. Branson

The Professional Housekeeper by Georgira Tucker

Home Management by M.A. Vagis & Ogale.

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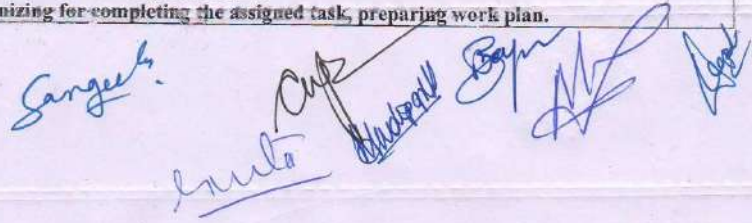
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**MAJBBAHM 102AP- ACCOMMODATION MANAGEMENT - I**

PART A-INTRODUCTION		
Program: Certificate in Hotel Management		Year: I
Subject: Hotel Management		
1	Course Code	MAJBBAHM 102AP
2	Course Title	Accommodation Management - I (Paper 1)
3	Course Type (Core/Elective/Generic/Elective/ Vocational/Foundation)	Core
4	Pre-requisite (if any)	Open for all
5	Course learning outcomes (CLO)	CLO1- Apply courtesy and manner needed to handle Housekeeping CLO2-Use communication ability needed to handle Housekeeping CLO3- Use technical skill needed to perform at Housekeeping CLO4-develop ability to handle various situations at the Housekeeping. CLO5- supply various supplies needed for guest rooms
6	Credit Value	4 Practical
7	Total Marks	Max. Marks 25+75    Min. Passing Marks: 33

PART B- CONTENT OF THE COURSE	
Lab Hours Per Week -04	
Total Lab Hours-120 Topics	
	<b>Topics</b>
	<ul style="list-style-type: none"> <li>▶ Introduction, identification, uses and care of hand tools, cleaning equipments and cleaning agents (Paste chart / drawing as applicable).</li> <li>▶ Basic cleaning procedure in Guest room:               <ul style="list-style-type: none"> <li>• Check-out room</li> <li>• Occupied room</li> <li>• Vacant room</li> <li>• Evening service.</li> <li>• Clerical jobs to undertake in the above cases.</li> </ul> </li> <li>▶ Procedure for Bed making:               <ul style="list-style-type: none"> <li>• Day Bed</li> <li>• Night Bed</li> </ul> </li> <li>▶ Procedure for cleaning bathrooms.</li> <li>▶ Organizing for completing the assigned task, preparing work plan.</li> </ul>



	<p>▶ <b>Public area cleaning programme:</b></p> <ul style="list-style-type: none"> <li>• Regular (Daily)</li> <li>• Periodical (Weekly)</li> <li>• Special (spring)</li> </ul> <p>▶ <b>Floor polishing and finishing:</b></p> <ul style="list-style-type: none"> <li>• Different stones like granite, marble, sand stone and other hard surfaces.</li> <li>• Wooden.</li> <li>• Synthetic flooring.</li> <li>• Soft flooring.</li> </ul> <p>▶ <b>Cleaning and care of :</b></p> <ul style="list-style-type: none"> <li>• Different metals e.g.-brass, silver and EPNS, stainless steel, copper, iron etc,</li> <li>• Glass.</li> <li>• Plastic.</li> <li>• Leather.</li> <li>• Ceramic</li> </ul> <p>▶ <b>Guest room inspection : Check list</b></p>	
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**MAJBBAHM 102B T- ACCOMMODATION MANAGEMENT - I**

PART A-INTRODUCTION		
Program: Certificate in Hotel Management		Year: I
Subject: Hotel Management		
1	Course Code	MAJBBAHM 102BT
2	Course Title	Accommodation Management – I (Paper 2)
3	Course Type	Core
4	Pre-requisite (if any)	Open for all
5	Course learning outcomes(CLO)	The student will be aware and get knowledge about: <ul style="list-style-type: none"> <li>• Classification and categorisation of Hotels and its Evolution,</li> <li>• Duties &amp; responsibilities of the staff in the different sections.</li> <li>• Identify Market segment.</li> <li>• Types of rooms, food plan, Tariff and room rent.</li> <li>• Importance, Modes, Tools of reservation</li> <li>• Registration, its types, importance and aspects.</li> <li>• The components of registration process for individual guest, foreigners and VIPs.</li> <li>• A proper systematic way of shorting a shift and hand over a night audit.</li> </ul>
6	Credit Value	4 Practical
7	Total Marks	Max. Marks 25+75      Min. Passing Marks: 33

PART B- CONTENT OF THE COURSE		
Total No. of Lectures (in hours per week) -02		
Total Lectures=60		
Units	Topics	No. of Lectures
Unit I	<b>Hotel Industry and Front Office</b> <ul style="list-style-type: none"> <li>• Introduction to hotel industry, Evolution, Definition of modern hotel, Classification and categorisation.</li> <li>• Position, Role and Importance of Front office in the hotel.</li> </ul>	6
Unit II	<b>Organization and Layout of Front Office</b> <ul style="list-style-type: none"> <li>• Organizational structure of Front office: Functions of each section. Duties and responsibilities of Front office staff.</li> <li>• Layout of Front office department.</li> <li>• Attributes of Front-office staff.</li> </ul>	7
Unit III	<b>FRONT OFFICE TERMINOLOGY AND GENERAL AWARENESS</b> <ul style="list-style-type: none"> <li>• Front office terminology regarding guests, plans, room hotels tariff and other front office activities.</li> <li>• General awareness and knowledge as applicable.</li> </ul>	6
Unit IV	<b>RESERVATION OPERATION:</b> <ul style="list-style-type: none"> <li>• The importance of reservation section.</li> </ul>	9

	<ul style="list-style-type: none"> <li>• The modes of reservation: C.R.S. and I.R.S.</li> <li>• Various tools of reservation; Room status board.</li> <li>• Reservation forms, Advance-letting chart, Density chart, Hotel Diary, Whitney system of reservation.</li> <li>• Cancellation and amendment procedure.</li> <li>• Preparation of arrival list/movement list.</li> <li>• Group reservation.</li> </ul>	
Unit V	<b>STARTING THE WORK SHIFT</b>	4
Unit Unit VI	<b>CHECH IN PROCEDURE</b> <ul style="list-style-type: none"> <li>• Greeting the guest</li> <li>• Registration : types of registration, importance of registration, legal aspects of registration.</li> <li>• Allotment of rooms</li> <li>• Handling over keys</li> <li>• Work flow chart</li> <li>• Check in procedure for special cases: Foreigners, VIPs</li> </ul>	10
07	<b>HANDLING GROUP ARRIVALS</b> <ul style="list-style-type: none"> <li>• Types of groups</li> <li>• Rooming list</li> <li>• Pre-arrival procedures</li> <li>• Welcoming and handling of check - in at the time of actual check - in</li> <li>• Post arrival activities with reference to group types</li> <li>• Flow chart</li> <li>• Room change procedure</li> </ul>	8
08	<b>ENDING WORK SHIFT, HANDLING OVER TO NEXT SHIFT</b>	4
09	<b>NIGHT AUDIT</b> <ul style="list-style-type: none"> <li>• Job, duties and responsibilities of night editor.</li> <li>• Compilation of reports and statistics.</li> <li>• Preparation of transcript.</li> <li>• Forecasting and planning for next days arrivals, departures, VIP movements etc.</li> </ul>	6
	<b>Total</b>	<b>60</b>
Key Words/Tags: Hotel Industry, Classification, Layout, Organization, Reservation, Check-in, Starting and Handling shift, Group arrival, Night audit.		

<b>Part C-Learning Resources</b>	
<b>Suggested Readings:</b>	
<b>Text Books, Reference Books, Other resources</b>	
Back Office Operation & Administration by Dennis L. Foster	
Front Office Operation and Administration by Dennis L. Foster	
Hotel Front Office by Sudhir Andrews	
Hotel Front Office by Bruce Braham	

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**MAJBBAHM 102B P- ACCOMMODATION MANAGEMENT - I**

PART A-INTRODUCTION		
Program: Certificate in Hotel Management		Year: I
Subject: Hotel Management		
1	Course Code	
2	Course Title	MAJBBAHM 102B P Accommodation Management - I (Paper 2)
3	Course Type (Core/Elective/Generic/Elective/Vocational/Foundation)	Core
4	Pre-requisite (if any)	Open for all
5	Course learning outcomes (CLO)	After the course students will be able to:  CLO1- Apply courtesy and manner needed to handle front office CLO2- Use communication ability needed to handle front office CLO3- Use technical skill needed to perform at front office CLO4- develop ability to handle various situations at the front office.
6	Credit Value	4 Practical
7	Total Marks	Max. Marks 25+75 Min. Passing Marks: 33

PART B- CONTENT OF THE COURSE	
Lab Hours Per Week -04	
Total Lab Hours-120 Topics	
Topics	
Receiving telephone calls. Familiarization of reservation tools. Receiving reservation requests. Finding room availability on advance reservation chart, it. Updating it. Finding room availability on Density Control chart, updating it. Updating Hotel diary and preparation of movement list. Handling Cancellation and Amendments. Recapitulation of the semester - I practicals Greeting and receiving the guest. Registration procedure of the guests : Walk - in, reserved. Allotment of room and handling over the keys. Post arrival activities at the reception Check - in procedures for the Foreigners Check - in procedures for VIPs. Group check - in Statistical methods. Shift hand over procedures. Planning for following days arrival and departures.	

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**MINBBAHM- 101T APPLICATION OF COMPUTERS IN HOSPITALITY**

PART A-INTRODUCTION		
Program: Certificate in Hotel Management		Year: I
		Session: 2021-22
Subject: Hotel Management		
1	Course Code	MINBBAHM- 101T
2	Course Title	Computers Application - I
3	Course Type	Core
4	Pre-requisite (if any)	Open for all
5	Course learning outcomes(CLO)	After attending this course students will be able to: CLO1- Understand the meaning and basic components of a computer system, define and distinguish Hardware and Software components of computer system. CLO2 Work on MS-Word, MS-Excel and MS-PowerPoint. CLO3- Use internet effectively and efficiently, CLO4- Learn about various social media platform to promote hotel CLOS - Understand how to create campaigns on social media.
6	Credit Value	2 Theory
7	Total Marks	Max. Marks 25+75      Min. Passing Marks: 33

PART B- CONTENT OF THE COURSE		
Total No. of Lectures (in hours per week) -02		
Total Lectures=60		
Units	Topics	No. of Lectures
Unit I	<b>Introduction to Computers:</b> Introduction to Computer: Classification, Generations, Organisations, Capabilities, Characteristics & Limitations, Application of Computer in Hotels, Familiarisation with Components of Computers Hardware: Hardware elements input, storage, processing & output devices. Block diagram of computer,	06
Unit II	<b>Introduction to Computers Software:</b> Types of Software, System Software, Application Software, Utility Software's, Use of MS-Office: Basics of MS- Word. MS- Excel and MS-Power.Point <b>Internet &amp; Applications:</b> Introduction to Internet: Definition of networks, concepts of web page, website and web searching (browsing). Benefits, Application, Working Hardware and Software requirements, World Wide Web, Web Browser, URL, Search Engines, Email	12
Unit III	<b>Working with formulas/functions:</b> <b>Logical Functions:</b> IF/ELSE, AND, OR, NOT, TRUE, NESTED IF/ELSE etc. <b>Date and time functions:</b> DATE, DATEVALUE, DAY, DAY360,	15



	SECOND, MINUTES, HOURS, NOW, TODAY, MONTH, YEAR, YEARFRAC, TIME, WEEKDAY, WORKDAY.  <b>Statistical Functions:</b> AVEDEV, AVERAGE, AVERAGEA, AVERAGEIF, COUNT, COUNTA, COUNTBLANK, COUNTIF, FORECAST, MAX, MAXA, MIN, MINA, STDEVA and Using Data analysis.	
Unit IV	<b>Social Media Applications and Hospitality:</b> Introduction to Social Media, Its Role in Hospitality Promotion, Facebook-Creating Pages and Profiles, Merits/Demerits of Social Media., LinkedIn, Twitter and Other Social Media Applications. Measuring the effectiveness of social media promotion. Using Google Analytics.	12
Unit V	<b>Social Media Applications and Hospitality:</b> Reporting Social Media Analytics; Facebook Analytics: Introduction, parameters, demographics. Analyzing page audience. Reach and Engagement analysis. Post- performance on FB. Social campaigns. Measuring and Analyzing social campaigns, defining goals and evaluating outcomes, Creating food blog.	15
<b>TOTAL</b>		<b>60</b>

Key Words/Tags: Computer, Hardware, Excel functions, social media, social media analytics, Facebook analytics, Google analytics

#### Part C-Learning Resources

<b>Suggested Readings:</b>
<b>Text Books, Reference Books, Other resources</b>
Comer, D. (2004). Computer networks and internets: With Internet applications (4th ed). Pearson/Prentice Hall.
Harvey, G. (2016). Excel 2016 all-in-one for dummies. John Wiley & Sons.
Parsons, J. J., & Oja, D. (2006). New perspectives on computer concepts: Brief. Thomson Course Technology.
Rajaraman, V. (2003). Fundamentals of computers. Prentice-Hall of India.
Seal, P. P. (2013). Computers in hotels: Concepts and applications. Oxford University Press.
Sponder, M. (2012). Social media analytics: Effective tools for building, interpreting, and using metrics. McGraw-Hill.
Sterne, J. (2010). Social media metrics: How to measure and optimize your marketing investment. John Wiley.
Walkenbach, J. (2016). Microsoft Excel 2016 bible. Wiley.

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*Chitra*

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**MINBBAHM- 101P - APPLICATION OF COMPUTERS IN HOSPITALITY**

PART A-INTRODUCTION			
Program: Certificate in Hotel Management		Class:	Year: Session:2021-22 I
Subject: Hotel Management			
1	Course Code	MINBBAHM- 101P	
2	Course Title	Computers Application - I	
3	Course Type (Core/Elective/ GenericElective/ Vocational/ Foundation)	Core	
4	Pre-requisite (if any)	Open for all	
5	Course learning outcomes (CLO)	After attending this course students will be able to: CLO1-Use MS Word more diligently. CLO2-Execute a major chunk of its functions; CLO3 Create power-point presentation with the help of MS PowerPoint application; CLO4 Use internet and email facilities; CLO5-Analyse efficiency and effectiveness of use of social media; CLO6-Calculate present and potential target audience on social media; CLO7-Create social media campaigns - paid and non-paid; CLO8-Create blog for food.	
6	Credit Value	4 Practical	
7	Total Marks	Max. Marks 25+75	Min. Passing Marks: 33

PART B- CONTENT OF THE COURSE	
Lab Hours Per Week -04	
Total Lab Hours-120 Topics	
	Topics
	<b>WINDOWS OPERATIONS</b> A. Creating Folders B. Creating Shortcuts C. Copying Files/Folders D. Renaming Files/Folders E. Deleting Files F. Exploring Windows G. Quick Menus
	<b>MS WORD</b> <b>CREATING A DOCUMENT</b> A. Entering Text B. Saving the Document C. Editing a Document already saved to Disk D. Getting around the Document E. Find and Replace Operations

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	F. Printing the Document
	<b>FORMATTING A DOCUMENT</b> A. Justifying Paragraphs B. Changing Paragraph Indents C. Setting Tabs and Margins D. Formatting Pages and Documents E. Using Bullets and Numbering F. Headers/Footers G. Pagination
	<b>SPECIAL EFFECTS</b> A. Print Special Effects e.g., Bold, Underline, Superscripts, Subscript B. Changing Fonts C. Changing Case
	<b>CUT, COPY AND PASTE OPERATION</b> A. Marking Blocks B. Copying and Pasting a Block C. Cutting and Pasting a Block D. Deleting a Block E. Formatting a Block F. Using Find and Replace in a Block
	<b>USING MS-WORD TOOLS</b> A. Spelling and Grammar B. Mail Merge/Printing Envelops and Labels <b>TABLES</b> A. Create B. Delete C. Format <b>GRAPHICS</b> A. Inserting Clip arts B. Symbols (Border/Shading) C. Word Art
	<b>PRINT OPTIONS</b> A. Previewing the Document B. Printing a whole Document C. Printing a Specific Page D. Printing a selected set E. Printing Several Documents F. Printing More than one Copies
	<b>MS-EXCEL</b> A. How to use Excel B. Starting Excel C. Parts of the Excel Screen D. Parts of the Worksheet E. Navigating in a Worksheet F. Getting to know mouse pointer shapes
	<b>CREATING A SPREADSHEET</b> A. Starting a new worksheet B. Entering the three different types of data in a worksheet C. Creating simple formulas D. Formatting data for decimal points E. Editing data in a worksheet F. Using AutoFill G. Blocking data H. Saving a worksheet I. Exiting excel
	<b>MAKING THE WORKSHEET LOOK PRETTY</b> A. Selecting cells to format

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	<p>B. Trimming tables with Auto Format</p> <p>C. Formatting cells for: Currency</p> <ul style="list-style-type: none"> <li>- Comma</li> <li>- Percent</li> <li>- Decimal</li> <li>- Date</li> </ul> <p>D. Changing columns width and row height</p> <p>E. Aligning text</p> <p>F. Top to bottom</p> <p>G. Text wrap</p> <p>H. Re ordering Orientation</p> <p>I. Using Borders</p>	
	<p>GOING THROUGH CHANGES</p> <p>A. Opening workbook files for editing</p> <p>B. Undoing the mistakes.</p> <p>C. Moving and copying with drag and drop</p> <p>D. Copying formulas</p> <p>E. Moving and Copying with Cut, Copy and Paste</p> <p>F. Deleting cell entries</p> <p>G. Deleting columns and rows from worksheet</p> <p>H. Inserting columns and rows in a worksheet</p> <p>I. Spell checking the worksheet</p>	
	<p>PRINTING THE WORKSHEET</p> <p>A. Previewing pages before printing</p> <p>B. Printing from the Standard toolbar</p> <p>C. Printing a part of a worksheet</p> <p>D. Changing the orientation of the printing</p> <p>E. Printing the whole worksheet in a single page</p> <p>F. Adding a header and footer to a report</p> <p>G. Inserting page breaks in a report</p> <p>H. Printing the formulas in the worksheet</p>	
	<p>ADDITIONAL FEATURES OF A WORKSHEET</p> <p>A. Splitting worksheet window into two</p> <p>B. Freezing columns and rows on-screen for worksheet title four panes</p> <p>C. Attaching comments to cells</p> <p>D. Finding and replacing data in the worksheet</p> <p>E. Protecting a worksheet</p> <p>F. Function commands</p>	
	<p>MAINTAINING MULTIPLE WORKSHEET</p> <p>A. Moving from sheet in a worksheet</p> <p>B. Adding more sheets to a workbook</p> <p>C. Deleting sheets from a workbook</p> <p>D. Naming sheet tabs other than sheet 1, sheet 2 and so on</p> <p>E. Copying or moving sheets from one worksheet to another</p>	
	<p>CREATING GRAPHICS/CHARTS</p> <p>A. Using Chart wizard</p> <p>B. Changing the Chart with the Chart Toolbar</p> <p>C. Formatting the chart's axes</p> <p>D. Adding a text box to a chart</p> <p>E. Changing the orientation of a 3-D chart</p> <p>F. Using drawing tools to add graphics to chart and worksheet</p> <p>G. Printing a chart with printing the rest of the worksheet data</p>	
	<p>EXCEL'S DATABASE FACILITIES</p>	

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A. Setting up a database B. Sorting records in the database	
<b>MS-POWER POINT</b> A. Making a simple presentation B. Using Auto content Wizards and Templates C. Power Points five views D. Slides Creating Slides, re-arranging, modifying - Inserting pictures, objects - Setting up a Slide Show E. Creating an Organizational Chart	
<b>Internet &amp; E-mail - PRACTICAL</b>	
<b>Measuring the size of social media audience</b> - Views - Reach - Impressions - Views	
<b>Knowing your current audience on Facebook</b>	
<b>Create your potential audience on Facebook</b>	
Measuring Engagement of Social Media - Comments - Likes - Shares - Emoticons - Calculating important ratios	
Drawing Meaning from Facebook Insights - Page summary - People Post engagement - Page likes and page followers	

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**ELCBAHM- 001- BASIC HOTEL ACCOUNTING and APPLICABLE LAW**

PART A-INTRODUCTION		
Program: Certificate in Hotel Management		Year: I
Subject: Hotel Management		
1	Course Code	ELCBAHM- 001
2	Course Title	Basic Hotel Accounting And Applicable Law
3	Course Type	Elective
4	Pre-requisite (if any)	Open for all
5	Course learning outcomes (CLO)	To acquaint the students with: CLO1: Basic concept of Accounting Double entry system, Journal, Ledgers, Various subsidiary books, cash book and final accounts. CLO2: Know departmental accounting. Conceptualize uniform system of accounting. CLO3: Understand the "responsibilities of accounts department. CLO4: Know the concepts, role, requirements and limitations of internal auditing. CLO5: Explain and prepare company accounts. Prepare cash flow statement. CLO6: To make the students aware of the laws and legal aspects related to hospitality industry. CLO7: Have knowledge of Hotels & Lodging rate control laws, food legislation and purchasers rights. CLO8: Know about various licenses required for operating a hotel / catering establishment.
6	Credit Value	6 Theory
7	Total Marks	Max. Marks 25+75      Min. Passing Marks: 33

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PART B- CONTENT OF THE COURSE		
Total No. of Lectures (in hours per week) -02		
Total Lectures=60		
Units	Topics	No. of Lectures
Unit I	<b>Accounts</b> : Introduction, Definition, Objectives, basic Concept and Principle of Double Entry System, Ledger, Subsidiary Books, Cash Book, Trial Balance and Final Accounts.	4
Unit II	<b>Departmental Accounting-</b> Definition and Objectives, methods of departmental accounts: Gross Profit Method, Net Profit Method and Departmental Profit Method.	6
Unit III	<b>Uniform System of Accounting-</b> Concepts, Conditions for Uniform System of Accounting, Need, Advantages and Disadvantages, Various Schedules: F & B Schedule, Telephone Schedule, Income Statement Presentation	8
Unit IV	<b>Responsibilities of Accounts Department &amp; Internal Audit-</b> Types of Fraud & Error, Control for Cash Receipts and Small Payments, Effective Control for Small Business, Limitation of Effectiveness. Concepts of Audit, Role of Internal Auditor, Requirement of Internal Audit of Department, Limitation.	8
Unit V	<b>Managing Budgets-</b> Capital Budget, Operating Budget in Hotel Industry, Introducing and establishing an effective system the Budget Committee-Benefits, Limitation, Target for Performance, Functional Budgets and Master Budgets, Methods of Budgeting: Fixed and Flexible Budget, Budget Strategy and Objectives and Monitoring Progress.	8
Unit VI	<b>INTRODUCTION</b> ▶ <b>INDIAN CONTRACT ACTS:</b> • Definition, Essential contract valid, Void and voidable agreements.  ▶ <b>INTRODUCTION TO INDUSTRIAL LAW</b> • Shops and establishment act with reference to hotel industry. • Definitions and brief description of other industrial laws: Industrial dispute act; Contract labor act; Payment of wages; Minimum wages act; provident fund act. Employee state insurance act, Gratuity fund act-72.	8
Unit VII	<b>HOTEL &amp; LODGING (RENT CONTROL ACT) AND FOOD LEGISLATION:</b> ▶ <b>HOTEL &amp; LODGING (RENT CONTROL ACT)</b> • Definitions: Fair rate; Hotel or Lodging house; Manager of hotel; Owner of hotel; Paying guest; Premises; Tenant and Tenement. • Appointment of controller and fixation of fair rates; Revision of fair rates. • No eviction to be made if fair rate paid. • When manager or owner of hotel may recover possession. • Penalties for defaulters, • Innkeeper's lien.  ▶ <b>FOOD LEGISLATION</b> • The central committee for food standards; Central food laboratory; Food inspectors and their power and duties; Procedure to be followed by food inspector; Food analysis by purchaser; Report of public analyst, Notification of food	10

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	poisoning and penalties.	
	► PURCHASER'S RIGHTS: Guarantee and warranty.	
Unit VIII	<b>SATUTORY LICENSES AND LAWS:</b> <ul style="list-style-type: none"> <li>List of licenses and permits required to hotel, restaurant and other catering establishments.</li> <li>Procedure of procurement, renewal, suspension and termination of licenses.</li> </ul>	4
Unit IX	<b>TRADE UNION ACT 1926:</b> <ul style="list-style-type: none"> <li>Scope eligibility rights of employee and employer, disciplinary action, charge sheet, domestic Enquiry disciplinary action dismissal &amp; misconduct.</li> </ul>	4
<b>TOTAL</b>		<b>60</b>
Key Words/Tags: Accounting, Double entry system, final accounts, departmental accounting, uniform system of accounting, audit, budget. Contracts, Industrial Law, Fair rate, Food Legislation, Trade Union Act -1926, Licenses laws, Purchaser rights.		

Part C-Learning Resources	
<b>Suggested Readings:</b>	
<b>Text Books, Reference Books, Other resources</b>	
H. L. Kumar, Personnel Mgt. in Hotel & Catering Industry	
Krishna Sethi, M.P. Shop & Establishment Act	
K. P. Shrivastava, Law Relating to Prevention of Food Adulteration in India	
Roger Peters, Essential Law for Caterers	
N. D. Kapoor, Handbook of Industrial Law	
G. S. Rawat Elements of Accountancy	
S. A. Siddiqui Comprehensive Accountancy	
Dr. Jagmohan Negi - Financial & Cost Control Tech. in Hotel & Catering Industry	
Sally Messenger & Shaw - Financial Management for the Hospitality Tourism and Leisure Industries	
Dennis L. Foster - Operations Methods and Cost Controls Michael M. Coltman - Hospitality Management Accounting	
Bhattacharyya, S. K., & Dearden, J. (2011). Accounting for management: Text & cases.	
Boardman, R. D. (1972). Hotel and catering costing and budgets (2. ed)	
Coltman, M. M., & Jagels, M. (2003). Hospitality management accounting	
D'Cunha, O. A., & D'Cunha, G. O. (n.d.). Hotel Accounting & Financial Control.	
Grewal, T. S., & Gupta, S. C. (2003). Introduction to Accountancy	
Hales, J. A. (2005). Accounting and financial analysis in the hospitality industry.	
Jain, S. P., & Narang, K. L. (n.d.). Hotel Accountancy & Finance.	
Jain, S. P., & Narang, K. L. (n.d.). Hotel Accountancy & Finance.	
Negi, J. (1987). Financial and cost control techniques in hotel and catering.	
Weygandt, J. J., Kieso, D. E., Kimmel, P. D., & DeFranco, A. L. (2008). Hospitality financial accounting.	

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**VOCBBAHM-001- FOOD SCIENCE AND NUTRITION**

PART A-INTRODUCTION		
Program: Certificate in Hotel Management		Year: I
Subject: Hotel Management		
1	Course Code	VOCBBAHM-001
2	Course Title	Food Science and Nutrition
3	Course Type	Vocational
4	Pre-requisite (if any)	Open for all
5	Course learning outcomes(CLO)	<p>This course is designed to acquaint the students to:</p> <ul style="list-style-type: none"> <li>• Know the importance of food and nutrition.</li> <li>• Understand the role of various nutrients in our body,</li> <li>• Conceptualize the fundamental of Balanced diet.</li> <li>• Know the effect of storage, pre-preparation &amp; cooking on nutrients.</li> <li>• Understand the reasons for food spoilage.</li> <li>• Understand the methods of food preservation and storage.</li> <li>• Know about food and-water borne diseases and its prevention.</li> <li>• Have an idea of food additives used,</li> <li>• Conceptualize food chemistry.</li> </ul>
6	Credit Value	4 Theory
7	Total Marks	Max. Marks 25+75      Min. Passing Marks: 33

PART B- CONTENT OF THE COURSE		
Total No. of Lectures (in hours per week) -02		
Total Lectures=60		
Units	Topics	No. of Lectures
Unit I	<p><b>FOOD AND OUR BODY:</b></p> <ul style="list-style-type: none"> <li>• Introduction to nutrition: Definition, Importance, The various nutrients</li> <li>• Role of food in our life;</li> <li>• Recommended dietary intake (RDI);</li> <li>• Factor affecting RDI;</li> <li>• Energy requirement of our body (Energy Metabolism);</li> <li>• Caloric value of food;</li> <li>• The five food groups;</li> <li>• Process of Digestion &amp; Absorption of food in human body.</li> </ul>	8
Unit II	<p><b>ROLE OF NUTRIENTS IN OUR BODY:</b></p> <p><b>Carbohydrates</b> Classification, Functions, Deficiency and excess of carbohydrates, sources.</p>	14

	<p><b>Fats:</b> Classification of Fats, Functions, deficiency &amp; excess of Fat; Sources,</p> <p><b>Proteins:</b> Essential amino acids, classification of protein, functions of protein, symptoms of protein deficiency, Protein energy malnutrition (P.E.M.), sources of protein,</p> <p><b>Vitamins:</b> Classification of vitamins function deficiency &amp; excess and sources of all vitamins,</p> <p><b>Minerals:</b> Sources and functions &amp; deficiency of various minerals - Iron, Calcium, Iodine, Sulphur, Potassium, Phosphorus, Sodium, Zinc etc (elementary study only).</p> <p><b>Water:</b> Function and sources.</p>	
Unit III	<p><b>BALANCED DIET:</b> Importance, psychological aspect of Meal-planning, low budget diet &amp; examples, new trends in restaurants with special emphasis on the Nutrition (different special diets).</p>	6
Unit IV	<p><b>FOOD SPOILAGE:</b></p> <ul style="list-style-type: none"> <li>• <b>Bacteria:</b> Shape, size, structure, mortality, spores, growth under different conditions, re-production.</li> <li>• Factors contributing to food spoilage, spoilage classifications; causes of food spoilage agents enzymes, microorganisms etc. control of spoilage agents, spoilage of cooked food.</li> <li>• Cross contamination, Putrification</li> <li>• Harmful effects, Food poisoning, infection.</li> </ul>	8
Unit V	<p><b>METHODS OF FOOD PRESERVATION AND STORAGE:</b> <b>Preservation:</b> Refrigeration; freezing methods, canning; drying and dehydration; salting; fermentation; chemical additives; radiation, <b>Food storage:</b> Refrigerator, Cold storage, Packing etc.</p>	8
Unit VI	<b>FOOD AND WATER Borne DISEASE, INTOXICANTS AND PREVENTION:</b>	6
Unit VII	<b>FOOD ADDITIVES:</b> common adulterants & tests to detect them, classification of food additives, types of food additives in commodities.	6
Unit VIII	<p><b>CHEMICAL PROCESS INVOLVED IN FOOD PREPARATION AND EFFECTS ON NUTRIENTS:</b> <b>Chemical Process:</b> Oxidation and rancidity, decomposition; gelatinization; coagulation; fermentation; emulsification, caramalisation, homogenization and other chemical reaction. <b>Effect On Nutrients While:</b></p> <ul style="list-style-type: none"> <li>• Storage</li> <li>• Pre-preparation</li> <li>• Cooking</li> </ul>	4
<b>TOTAL</b>		<b>60</b>
Key Words/Tags: Nutrition, Nutrients, Balanced Diet, Food Spoilage, Food preservation and storage, Disease, Additives, Chemical processes.		

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**Part C-Learning Resources**

**Suggested Readings:**

**Text Books, Reference Books, Other resources**

Catering Management by Mohini Seth

Fundamentals of Food & Nutrition by Sumati R Mudambi

Dietetics by B. Srilakshmi

Handbook of Food and Nutrition by M. Swaminathan

Food & Nutrition by B. R. Pant

A textbook of Food Nutrition & Dietetics (An Integrated) by M. Raheena Begam

Food Preservation by S.K. Kulshreshtha

The Theory of Catering by Ronald Kinton

Food Preservation by Norman W. Dessies

Unifit for Human Consumption by Richard Lacey

Fruit Preservation by Ooru Jagtiani

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PART A: Introduction			
Program: UG Level	Class: I Year	Year: 2021-22	Session: 2021-22 onwards
Subject: Foundation Course (English)			
1.	Course Code	XI-FCHBIT	
2.	Course Title	English Language and Indian Culture	
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational)	Foundation Course	
4.	Pre-Requisite (if any)	To study this course, a student should have basic knowledge of English language. This course will be studied by all the students of UG level under the Foundation Course category.	
5.	Course Learning Outcomes (CLO)	Through this course the students will be able to: 1. Prepare for various competitive exams by developing their English language competence. 2. Promote their comprehension skills by being exposed to a variety of texts and their interpretations. 3. Build and enhance their vocabulary. 4. Develop their communication skills by strengthening grammar and usages. 5. Inculcate values which make them aware of national heritage and environmental issues, making them responsible citizens.	
6.	Credit Value	2 Credit	
7.	Total Marks	Max. Marks: 50	Min. Pass Marks:17
PART B: Content of the Course			
Total No. of Lectures-Tutorials- Practical (in hours per week): L-T-P			
Total No. of Lectures:			
Unit	Topics		No. of Lectures
I	<b>Reading, Writing and Interpretation Skills:</b> 1. Where The Mind is Without Fear– Rabindranath Tagore [Key Word: Patriotism] 2. National Education – M. K. Gandhi [Key Word: Edification] 3. The Axe- R.K Narayan [Key Word: Environment] 4. The Wonder That Was India- A.L Basham (an excerpt) [Key Word: Indianness] 5. Preface to the Mahabharata C. Rajagopalachari [Key Word: Indian Mythology]		05
II	<b>Comprehension Skill:</b> Unseen Passage followed by Multiple choice questions		05
III	Basic Language Skills 1: Vocabulary Building: Suffix, Prefix, Synonyms, Antonyms, Homophones, Homonyms and One-word substitution. 2: Basic Grammar: Noun, Pronoun, Adjective, Verb, Adverb, Prepositions, Articles,		05

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Time and Tense			
<b>PART C: Learning Resources</b>			
Textbooks, Reference Books, Other Resources			
Suggested Readings			
Essential English Grammar – Raymond Murphy, Cambridge University Press.			
• Practical English Grammar Exercises 1- A. J. Thomson & A. V. Martinet, Oxford India.			
• Practical English Usage - Michael Swan, Oxford			
• English Grammar in Use – Raymond Murphy, Cambridge University Press.			
<b>Part D: Assessment and Evaluation</b>			
Max Marks: 50	Min Marks: 17	University Exam (UE)	Total: 50
U.E. Time 2 Hours			
External Assessment (UE)		Time: 2 Hours	
Fifty Multiple Choice /Objective/True-False type questions to be asked. Each question carries one mark			

*Dr. A.S. Kushwah*  
21/5/21

Dr. A.S. Kushwah  
Chairman BOS Jiwaji University, Gwalior

*[Signature]*  
31/05/21  
प्रचार्य  
शा.एन.एल.पी. स्नातकोत्तर महाविद्यालय  
मुबार, ग्वालियर

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## आधार पाठ्यक्रम: प्रथम प्रश्न पत्र - हिन्दी भाषा

		(भाग-ए) परिचय	
कार्यक्रम : यूजी लेवल प्रमाण-पत्र	कक्षा : बी.ए. / बी.कॉम / बी.एससी. / बी.एच.एससी. / बी.सी.ए. / बी.बी.ए. (प्रथम वर्ष)	सत्र 2021	सत्र 2021-2022
विषय :-	आधार पाठ्यक्रम		
1 कोर्स कोड:	XI-FCEAIT		
2 कोर्स का शीर्षक:	भाषा और संस्कृति		
3 कोर्स का प्रकार	आधार पाठ्यक्रम		
4 कोर्स अपेक्षित	कक्षा 12वीं उत्तीर्ण किसी भी विषय समूह से।		
5 कोर्स अधिगम उपलब्धि (लर्निंग आउटकम) (CLO)	<ol style="list-style-type: none"> <li>1. उत्कृष्ट साहित्यिक पाठों के अध्ययन से रुचि का विकास करना।</li> <li>2. सांस्कृतिक चेतना और राष्ट्रीय भावना का विकास करना।</li> <li>3. भाषा-ज्ञान।</li> <li>4. सामान्य शब्दावली और विशेष शब्दावली के अध्ययन द्वारा भाषा एवं संस्कृति बोध का विकास करना।</li> <li>5. विशिष्ट शब्दावली (बीज शब्द / की वर्ड) से परिचित करवाते हुए बोध के स्तर को विकसित करना।</li> <li>6. प्रतियोगी परीक्षाओं हेतु तैयार करना।</li> </ol>		
6 क्रेडिट मान	02 क्रेडिट		
7 कुल अंक	50 अंक		
8 उत्तीर्ण अंक	17 अंक		

अ.न.द.

Sangeet

Anita

CUP

Anurag

Bhanu

Ravi



(भाग - बी) कोर्स सामग्री

व्याख्यान की कुल संख्या : वर्ष में अधिकतम 15 घंटे

यूनिट	विषय	व्याख्यान की संख्या
इकाई- एक	1. मैथिलीशरण गुप्त: परिचय पाठ: मातृभूमि (कविता) 2. प्रेमचन्द: परिचय पाठ: शतरंज के खिलाड़ी (कहानी) 3. व्यंमः शरद जोशी-जीप पर सवार इल्लियों	5 घण्टे
इकाई- दो	1. वैचारिक-भारतीय भाषाओं में राम 2. आचार्य रामचन्द्र शुक्ल: परिचय पाठ: उत्साह (भाषामूलक निबन्ध ) 3. रामधारी सिंह दिनकर: परिचय पाठ: भारत एक है (संस्कृति ) 4. आदिशंकराचार्य-जीवन व दर्शन	5 घण्टे
इकाई- तीन	1. पर्यायवाची शब्द; विलोम शब्द; अनेक शब्द के लिए एक शब्द (हिन्दी व्याकरण) 2. संधि और उसके प्रकार (हिन्दी व्याकरण) 3. बीज शब्द- धर्म, अद्वैत, भाषा, अवधारणा, उदासीकरण।	5 घण्टे
सार बिन्दु (की बड़ी) / टैग सही करें:		
मैथिलीशरण गुप्त	मैथिलीशरण गुप्त की कविता मातृभूमि	
प्रेमचंद	प्रेमचंद शतरंज के खिलाड़ी	
रामधारी सिंह दिनकर	भारत एक है रामधारी सिंह दिनकर	

अनुमोदित

Sangeet

Arvita

Cup

Murugan

Pran

Arvita

आचार्य रामचन्द्र शुक्ल	प्रस्ताव निम्न आचार्य शुक्ल
स्वामी विवेकानन्द	शिक्षण व्याख्यान
सर्वे जथा है	
विद्वैत	
मान विवेक	
मान परिभाषा	
अवधारणा का अर्थ एवं परिभाषा	
उदाहरण की विशेषता	
प्रयोगवाची शब्द	
विलोम शब्द	
अनेक शब्द के लिए एक शब्द	
सहि	

(भाग सी)

अनुशासित अध्ययन संसाधन

पाठ्य पुस्तकें, सन्दर्भ पुस्तकें, अन्य संसाधन

1	प्रेमचन्द- मानसरोवर, खण्ड 3
2	आचार्य रामचन्द्र शुक्ल- चिन्तामणि, भाग 1
3	डॉ. वासुदेव नन्दन प्रसाद: आधुनिक हिन्दी व्याकरण और रचना, भारतीय भवन, ठाकुर बाड़ी रोड, पटना, बिहार
4	डॉ. राजेश्वर चतुर्वेदी: हिन्दी व्याकरण- उपकार प्रकाशन, आगरा उ.प्र.
5	
6	हिन्दी ज्ञान कोश
7	इन्टर नेट सामग्री- टैंग में उल्लेखित

(भाग डी)

निरंक

आचार्य  
 डॉ. रामचन्द्र शुक्ल  
 हिन्दी अध्यापक संस्थान  
 प. वि. वि. उ. प्र. (क. उ.)

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 Anuto  
 Cup  
 Anupam Singh



**Foundation Course: ENVIRONMENTAL EDUCATION**

PART A: Introduction			
Program: UG Level Certificate	Class: UG I Year	Year: <del>FIRST</del> Year	Session: 2021-22 onwards
Subject: Environmental Education			
1.	Course Code	X1-FCAC1T	
2.	Course Title	Environmental Education	
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational)	Foundation Course	
4.	Pre-Requisite (if any)	<p>A course intended to create awareness about the life of human beings which is an integral part of environment; and to inculcate the skills required to protect the environment from all sides.</p> <p>To study this course, the student must have a knowledge about the environmental components; pollution, biodiversity, and ecosystem at senior secondary, class 12<sup>th</sup> level.</p>	
5.	Course Learning Outcomes (CLO)	<ol style="list-style-type: none"> <li>1. To understand various aspects of life forms, ecological processes, and the impacts on them by the human during Anthropocene era.</li> <li>2. To build capabilities to identify relevant environmental issues, analyze the various underlying causes, evaluate the practices and policies, and develop framework to make inform decisions.</li> <li>3. To develop empathy for all life forms, awareness, and responsibility towards environmental protection and nature preservation.</li> <li>4. To develop the critical thinking for shaping strategies such as; scientific, social, economic, administrative &amp; legal, environmental protection, conservation of biodiversity, environmental equity and sustainable development.</li> <li>5. To prepare for the competitive exams.</li> </ol>	
*6.	Credit Value	2 Credit	
7.	Total Marks	Max.Marks : 50	Min. Passing Marks:17

AB  
(डा. अरुणा पंचोली)

PART B: Content of the Course		
Total No. of Lectures-15 Hrs. (01 hours per week):		
Total No. of Lectures: 15		
Unit	Topics	No. of Lectures
I	<b>Environment and Natural Resources:</b> <ul style="list-style-type: none"> <li>• Multidisciplinary nature, Scope and Importance of Environment</li> <li>• Components of Environment: Atmosphere, Hydrosphere, Lithosphere, and Biosphere.</li> <li>• Brief account of Natural Resources and associated problems: Land Resource, Water Resource, Energy Resource</li> <li>• Concept of Sustainability and Sustainable Development</li> </ul> <i>Keywords: Environment, Forest, Mineral, Food, Land, Water, Energy, Sustainable Development</i>	5 Hrs.
II	<b>Biome, Ecosystem and Biodiversity:</b> <ul style="list-style-type: none"> <li>• Major Biomes: Tropical, Temperate, Forest, Grassland, Desert, Tundra, Wetland, Estuarine and Marine</li> <li>• Ecosystem: Structure function and types their Preservation &amp; Restoration</li> <li>• Biodiversity and its conservation practices.</li> </ul> <i>Keywords: Biome, Ecosystem, Biodiversity</i>	4 Hrs.
III	<b>Environmental Pollution, Management and Social Issues:</b> <ul style="list-style-type: none"> <li>• Pollution: Types, Control measures, Management and associated problems.</li> <li>• Environmental Law and Legislation: Protection and conservation Acts.</li> <li>• International Agreement &amp; Programme.</li> <li>• Environmental Movements, communication and public awareness programme.</li> <li>• National and International organizations related to environment conservation and monitoring.</li> <li>• Role of information technology in environment and human health.</li> </ul> <i>Keywords: Pollution, Environmental Legislation, Environmental Movement, Environmental programme and organization.</i>	6 Hrs.
Suggested activities: (at least one) <ol style="list-style-type: none"> <li>1. Visit to an area to document environmental assets: rivers / forest / flora / fauna.</li> <li>2. Visit to a local polluted site Urban / Rural / Industrial / Agricultural</li> <li>3. Study of simple ecosystem.</li> </ol>		

AB  
 (डा. अरुणा पं. कोली)

Sangeeta  
 Anita  
 Rup  
 Ban  
 [Handwritten signatures and initials]



### PART C: Learning Resources

#### Textbooks, Reference Books, Other Resources

- Singh, J.S., Singh S.P. and Gupta, S.R., "Ecology; Environment Science and Conservation" S Chand publishing, New Delhi, (2018)
- Divan, S. and Rosencranz, A., "Environmental Law and Policy in India :Cases, Material & Status" Oxford University Press, India, (2002) 2<sup>nd</sup> Edition.
- Odum, E.P., "Fundamentals of Ecology", Philadelphia Saunders, (1971)
- Bharucha, Erach, "Environmental studies" Universities Press India Pvt. Ltd. Hyderabad (2014) (Hindi Edition also available).
- Kaushik, Anubha, Kaushik, C.P. "Perspectives in Environmental Studies" New age International Publishers, (2018), 6<sup>th</sup> Edition.
- Asthana, D. K. Asthana Meera, "A Textbook of Environmental Studies", S. Chand Publishing, New Delhi, (2007)
- National Digital Library (<https://ndl.iitkgp.ac.in/homestudy/science>)
- Egp- pathshala (<https://epgp.inflibnet.ac.in/Home/Download>)
- NPTEL (<https://nptel.ac.in/course.html>)
- Coursera (<https://www.coursera.org/search?query=environmental+science&page=1>)
- इरक भरुचा, पर्यावरण अध्ययन, ओरियन्ट ब्लैकस्वान प्राइवेट लिमिटेड नई दिल्ली (2014)
- दयाशंकर त्रिपाठी, पर्यावरण अध्ययन] मोतीलाल बनारसीलाल पब्लिशर्स रि: ि. (2005)
- रतन जोशी, पर्यावरण अध्ययन, साहित्य भवन पब्लिकेशन्स (2018)

#### Suggested equivalent online course -

- i. The Health Effects of Climate Change (edx)
- ii. Climate Change: Financial Risks and Opportunities (edx)
- iii. Introduction to Environmental Law and Policy (coursera)
- iv. Women in environmental biology (coursera)
- v. Our Earth: It's Climate, History, and Processes (coursera)
- vi. Ecology, physiology, environmental science (national digital library)

AB  
(डा० अर्चना पंचोली)

Sangeek

Arushi  
Anubha  
Cup

भाग अ परिचय

पाठ्यक्रम, स्नातक प्रमाण पत्र	कक्षा: स्नातक प्रथम वर्ष	वर्ष: FIRST YEAR	सत्र:- 2021-22
विषय:- पर्यावरण अध्ययन			
1) पाठ्यक्रम कोड:			
2) पाठ्यक्रम शीर्षक:	पर्यावरण अध्ययन	X1FCACIT	
3) पाठ्यक्रम पठ्यम्:	आधार पाठ्यक्रम		
4) पूर्वापेक्षा:	<ul style="list-style-type: none"> <li>✓ सोलियर सेकेण्डरी कक्षा 12 धाँ वहाँ, अद्ययाधो को पर्यावरण के घटक, प्रदूषण, जैव विविधता, पारिस्थितिकी तंत्र का ज्ञान होना आवश्यक है।</li> <li>✓ इस पाठ्यक्रम के माध्यम से अपेक्षा है कि विद्यार्थी पर्यावरण के प्रति जागरूकता को दृष्टिगत रखते हुए उसके विभिन्न घटकों का प्रबंधन एवं सतत विकास की आवश्यकता को ध्यान में रखकर मानवविकास हेतु क्रियाकलाप करें।</li> <li>✓ इस पाठ्यक्रम के माध्यम से आने वाले नानव्यजित युग में विद्यार्थियों में विभिन्न जीवन प्रारूप पारिस्थितिकी प्रक्रियाओं व उन पर होने वाले मानवीय प्रभावों की व्यापक समझ का विकास करना है।</li> <li>✓ विद्यार्थियों में ऐसी क्षमताओं का विकास करना है जिससे वह पर्यावरण संबंधित मुद्दों को पहचान कर अन्तर्निहित कारकों का विश्लेषण कर सके एवं उनसे संबंधित क्रियाकलाप व नीतियों का मूल्यांकन कर नीतिगत रूपरेखा विकसित करने में सहयोग कर सकेगा।</li> <li>✓ पर्यावरण सुरक्षा व प्रकृति संरक्षण हेतु सभी जीवन धारणों के लिए समानुभूति, जागरूकता एवं उत्तरदायित्वों का विकास करना है।</li> <li>✓ पर्यावरण सुरक्षा, जैव विविधता संरक्षण, पर्यावरण समानता एवं सतत विकास हेतु वैज्ञानिक, सामाजिक, आर्थिक, प्रशासनिक व वैधानिक नीतियों को स्वरूप प्रदान करने की महत्वपूर्ण सोच को विकसित करना है।</li> <li>✓ विद्यार्थी को प्रतियोगी परीक्षा के लिए तैयार करना</li> </ul>		
5) पाठ्यक्रम अध्ययन की परिलब्धियां (C.L.O.)			
क्रेडिट	02 क्रेडिट		
कुल अंक	अधिकतम अंक:- 50, न्यूनतम प्राप्तांक - 17		

(Dr. उर्वला पंचोनी)

Sangeet

Smruti

Cup

Shikhar

Shikhar

Shikhar



भाग - द पाठ्यक्रम की विषयवस्तु  
कुल व्याख्याना - 15 घंटे (1 घंटा प्रति सप्ताह)

विषय:

ईकाई	विषय:	कुल व्याख्याना
I	<p>पर्यावरण एवं प्राकृतिक संसाधन:</p> <ul style="list-style-type: none"> <li>✓ पर्यावरण की बहुशास्त्रीय प्रकृति, विषय क्षेत्र एवं महत्व</li> <li>✓ पर्यावरण के घटक: वायुमण्डल, जल मण्डल, स्थल मण्डल व जैव मण्डल</li> <li>✓ प्राकृतिक संसाधन एवं संरक्षित संसाधन का संसाधन विवरण: भूसाधन, जल संसाधन, ऊर्जा संसाधन</li> <li>✓ दीर्घकालिक एवं सतत विकास की अवधारणा</li> </ul> <p>कुंजी शब्द: पर्यावरण, वन, खनिज, खाद्य, भू, जल, ऊर्जा एवं सतत विकास</p> <p>व्यायाम, पारिस्थितिकी तंत्र एवं जैव विविधता:</p> <ul style="list-style-type: none"> <li>✓ मुख्य वायुमण्डल: उष्णकटिबंधीय, शीतोष्ण, वन, घास का मैदान, मरुस्थल, टुण्ड्रा, आर्कटिक, मुहाला व समुद्री</li> <li>✓ पारिस्थितिकी तंत्र की संरचना, कार्य एवं प्रकार व इनका संरक्षण तथा पुनः स्थापना</li> <li>✓ जैव विविधता और उसका संरक्षण</li> </ul> <p>कुंजी शब्द: वायुमण्डल, पारिस्थितिकी तंत्र, जैव विविधता</p>	5
II	<p>पर्यावरण प्रदूषण, प्रबंधन एवं सामाजिक मुद्दे:</p> <ul style="list-style-type: none"> <li>✓ प्रदूषण के प्रकार, विचार, निवारण एवं समाधान</li> <li>✓ पर्यावरण कानून एवं अधिनियम; पर्यावरण सुरक्षा एवं संरक्षण विधान</li> </ul> <p>अन्तर्राष्ट्रीय समझौता एवं कार्यक्रम:</p> <ul style="list-style-type: none"> <li>✓ पर्यावरण आंदोलन, संघार एवं जनजागरूकता कार्यक्रम</li> </ul> <p>पर्यावरण संरक्षण एवं निबंधन से संबंधित राष्ट्रीय एवं अन्तर्राष्ट्रीय संवादन:</p> <ul style="list-style-type: none"> <li>✓ पर्यावरण और मानव स्वास्थ्य में सूचना प्रौद्योगिकी की भूमिका।</li> </ul> <p>कुंजी शब्द: प्रदूषण, पर्यावरण कानून एवं विधान, पर्यावरण आंदोलन, पर्यावरण कार्यक्रम एवं संवादन</p>	5
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**Part-C**  
**Learning Resource**

**Text Book, References Books, Other resources**

- Singh, J.S., Singh S.P. and Gupta, S.R.; "Ecology: Environment Science and Conservation", S Chand publishing, New Delhi, (2018)
- Divan, S. and Rosencranz, A., "Environmental Law and Policy in India: Cases, Material & Status" Oxford University Press, India, (2002) 2<sup>nd</sup> Edition.
- Odum, E.P., "Fundamentals of Ecology", Philadelphia Saunders. (1971)
- Bharucha, Erach, "Environmental studies" Universities Press India Pvt. Ltd. Hyderabad (2014) (Hindi Edition also available).
- Kaushik, Anubha, Kaushik, C.P. "Perspectives in Environmental Studies "New age International Publishers, (2018), 6<sup>th</sup> Edition.
- Ashiana, D. K. Ashiana Meera, "A Textbook of Environmental Studies", S. Chand Publishing, New Delhi, (2007)
- National Digital Library (<https://ndi.itkgp.ac.in/homestudy/science>)
- Ege- pathshala (<https://epgn.inflinet.ac.in/Home/Download>)
- NPTEL (<https://nptel.ac.in/course.html>)
- Coursera (<https://www.coursera.org/search?query=environmental+science&page=1>)
- इरक भूखण्ड, पर्यावरण संरक्षण, औरिएच ब्लैकबॉर्ड मार्गदर्शक सिरीज नई दिल्ली (2014)
- स्थायिक विपरीत, पर्यावरण संरक्षण मंत्रीालय भारतीय पर्यावरण विज्ञान संस्थान, दिल्ली, (2005)
- तन बोशी, पर्यावरण संरक्षण, साहित्य सदन पब्लिकेशन्स (2018)

**Suggested equivalent online course -**

- i. The Health Effects of Climate Change (edx)
- ii. Climate Change: Financial Risks and Opportunities (edx)
- iii. Introduction to Environmental Law and Policy (coursera)
- iv. Women in environmental biology (coursera)
- v. Our Earth: It's Climate, History, and Processes (coursera)
- vi. Ecology, physiology, environmental science (national digital library)

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### Foundation Course: Yoga and Meditation

Part-A: Introduction			
Program: Certificate course	Class: <u>UG</u> Year	Year: 2021	Session: 2021 - 2022
Subject: Yogic Science			
1.	Course Code	AI-YOSC1F	
2.	Course Title	Yoga and Meditation (Paper-2)	
3.	Course Type	Foundation Course	
4.	Pre-requisite (If any)	For BA 1 Year students, this course is compulsory for all.	
5.	Course Learning Outcomes	After studying this course, students will be able to: • Take care of their own Physical Mental emotional, social and spiritual health.	
6.	Credit Value	Theory-2	
7.	Total Marks	Max. Marks: 50	Min. Passing Marks: 17

### Part-B: Content of the Course

Total numbers of Lectures (in hours per week): 2 hours per week Total Lectures: 30 hours; L - T - P: 2 - 0 - 0		
Units	Topics	No. of Lectures
I	<b>Introduction to Yoga and Yogic Practices</b> 1. Yoga: Etymology, definitions, aim, objectives and misconceptions 2. Yoga: Its Origin, history and development 3. Rules and regulations to be followed by Yoga Practitioners 4. Introduction to Yoga practices 5. Shatkarma: meaning, purpose and their significance in Yoga Sadhana 6. Introduction to Yogic Loosening practices and Surya Namaskar <b>Key Words:</b> History and Development of Yoga, Shatkarma, Common Yogic Practices.	10
II	<b>Breathing Practices and Pranayama</b> 1. Sectional Breathing (Abdominal, Thoracic and Clavicular)	10

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*Pranta*      *Cup*      *Pranta*      *Pranta*



	<p>2. Yogic Deep Breathing</p> <p>3. Concept of Puraka, Rechaka and Kumbhaka</p> <p>4. Concept of Bandha and Mudra</p> <p>5. Anulmoa Viloma/Nadi Shodhana</p> <p>6. Shitali</p> <p>7. Bhramari</p> <p><b>Key Words:</b> Sectional breathing, Deep breathing, Bandha &amp; Mudra, Shitali, Bhramari.</p>	
III	<p><b>Practices leading to Meditation</b></p> <p>1. Recitation of Pranava Mantra</p> <p>2. Recitation of Hymns, in vocations and prayers</p> <p>3. Anter Maun</p> <p>4. Breath Meditation</p> <p>5. Om Dhyana</p> <p><b>Key Words:</b> Pranav Mantra, Antermaun, Breath Meditation, Om Dhyana.</p>	10

**Part-C: Learning Resources**

Text Books, Reference Books, Other resources

**Suggested Readings:**

1. Singh S. P & Yogi Mukesh: Foundation of Yoga, Standard Publication, New Delhi, 2010.
2. Swami Dharendra Brahachari: Yogasana Vijnana, Dharendra Yoga Publication, New Delhi, 1966.
3. Saraswati, Swami Satyanand: Asana, Pranayama, Mudra, Bandha (APMB), Yoga Publication Trust, Munger, 2013.
4. H. R. Nagendra: Asana, Pranayama, Mudra, Bandha, Swami Vivekananda YogPrakashan, Bangalore, 2002.
5. Ishwar Bhardwaj: Saral Yogasana, Satyam Publishing House, New Delhi, 2018.
6. Shri Rai Singh Chouhan: Mudra Rahasya, Bhartiya Yog Sansthan, New Delhi, 2014.
7. Dr. Vishwanath Prasad Sanha: Dhyana Yoga, Bhartiya Yog Sansthan, New Delhi, 1987.
8. Shri Deshraj: Dhyana Sadhana, Bhartiya Yoga Sansthan, New Delhi, 2015.

**Suggestive digital platforms web links:**

1. [www.rishikeshnathyogshala.com](http://www.rishikeshnathyogshala.com)

**Suggested equivalent online courses:**

1. <https://sahavji.com/hathayoga-course>
2. <https://thevogaainstitute.org/>

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**Part D: Assessment and Evaluation**

Maximum Marks: 50

University Examination (Objective) 50

Time: 01:00 Hour

External Assessment: University Examination	Objective questions	50
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	<b>Total</b>	<b>50</b>
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Any Remarks/suggestions:

*Sargesh* *Leah* *Muhammad* *Esam*  
*Al-Farooq* *Muhammad* *Cup*

आधार पाठ्यक्रम : योग एवं ध्यान

भाग अ - परिचय			
प्रोग्राम: सर्टिफिकेट	कक्षा : स्नातक प्रथम वर्ष	वर्ष: 2021	सत्र: 2021- 2022
विषय: योग विज्ञान			
1	पाठ्यक्रम का कोड	A1-YOSCIF	
2	पाठ्यक्रम का शीर्षक	योग एवं ध्यान (4अ पत्र2)	
3	पाठ्यक्रम का प्रकार	आधार पाठ्यक्रम	
4	पूर्वपिज्ञा(Prerequisite) (यदि कोई हो)	स्नातक प्रथम वर्षके छात्रों के लिए आधार पाठ्यक्रम अनिवार्य विषय है।	
5	पाठ्यक्रम अध्ययन की परिलब्धियां(कोर्स लर्निंग आउटकम) (CLO)	इस पाठ्यक्रम का अध्ययन करने के बाद, छात्र निम्न में सक्षम होंगे: • अपने स्वयं के शारीरिक मानसिक भावनात्मक, सामाजिक और आध्यात्मिक स्वास्थ्य के विकास में।	
6	क्रेडिटमान	2	
7	कुल अंक	अधिकतम अंक: 50	न्यूनतम उत्तीर्ण अंक: 17
भाग ब - पाठ्यक्रम की विषयवस्तु			
ब्याख्यान की कुल संख्या- (प्रति सप्ताह घंटे में): 30 (दो घंटे प्रति सप्ताह) L-T-P: 2-0-0			
इकाई	विषय	ब्याख्यान की संख्या	
I	योग और योगिक अभ्यासों का परिचय 1. योग: व्युत्पत्ति, परिभाषाएं, उद्देश्य, उद्देश्य और चलत धारणाएं 2. योग: इसकी उत्पत्ति, इतिहास और विकास 3. योग अभ्यासकर्ताओं द्वारा पालन किए जाने वाले नियम और विनियम 4. योग प्रथाओं का परिचय	10	

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	<p>5. षट्कर्माः योग साधना में अर्थ, उद्देश्य और उनका महत्व</p> <p>6. योग-प्रेक्षणीकरण और सूर्य नमस्कार का परिचय</p> <p>सार बिंदु (कीवर्ड): योग का इतिहास और विकास, योग के सिद्धांत और महत्व, सामान्य योगिक अभ्यास।</p>	
II	<p>श्वास अभ्यास और प्राणायाम</p> <p>1. अनुनासीय श्वास (नेट, धौरेसिक और क्लैविक्युलर)</p> <p>2. कोनिक गह्वरी श्वास</p> <p>3. पुरक, रेचक और कुम्भक की अवधारणा</p> <p>4. बंध और मुद्रा की अवधारणा</p> <p>5. ३ गुलोम बिलोस/माडी शोधन</p> <p>6. १।तलीएव 7. धामरी</p> <p>सार बिंदु (कीवर्ड): पुरक, रेचक और कुम्भक, बंध और मुद्रा, प्राणायाम</p>	10
III	<p>ध्यान अभ्यास</p> <p>1. प्रणव मंत्र का पाठ</p> <p>2. ओं का पाठ, मंगलाचरण और प्रार्थनाओं में</p> <p>3. अंतर मीन</p> <p>4. श्वास ध्यान</p> <p>5. ओम ध्यान</p> <p>सार बिंदु (कीवर्ड): प्रणव मंत्र, श्वास ध्यान, ओम ध्यान</p>	10
भाग- अनुशासित अध्ययन संसाधन		
पाठ्य पुस्तकें, संदर्भ पुस्तकें, अन्य संसाधन		
अनुशासित सहायक पुस्तकें /ग्रन्थ/वन्य पाठ्य संसाधन/पाठ्य सामग्री		

Sargeet

MS

Arata

Mishra

Byr

Arp

Arp

1. सिंह एम. पी. और योगी मुकेश: फाउंडेशन ऑफ योग, स्टैंडर्ड पब्लिकेशन, नई दिल्ली, 2010.
2. स्वामी धीरेंद्र ब्रह्मचारी: योगासन विज्ञान, धीरेंद्र योग प्रकाशन, नई दिल्ली, 1966.
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अनुशंसित डिजिटल प्लेटफॉर्मों के लिंक:

1. [www.rishikeshhathayogshala.com](http://www.rishikeshhathayogshala.com)

अनुशंसित समकक्ष ऑनलाइन पाठ्यक्रम:

1. <https://sahayji.com/hathayoga-course>
2. <https://theyogainstitute.org/>

भाग 4 - अनुशंसित मूल्यांकन विधियाँ

अनुशंसित सतत मूल्यांकन विधियाँ:

अधिकतम अंक: 50

विश्वविद्यालयीन परीक्षा (वस्तुनिष्ठ) अंक: 50

आकलन :	वस्तुनिष्ठ प्रश्न	50 x 1 = 50
विश्वविद्यालयीन परीक्षा:		कुल अंक: 50
समय- 01.00 घंटे		

कोई टिप्पणी/सुझाव

*Sangeeta*  
*[Signature]*  
*[Signature]*  
*[Signature]*  
*[Signature]*