

Ordinance No. V (74)

ORDINANCE RELATING TO DIPLOMA IN FOOD PRODUCTION & BAKERY (Revised 2018-19)

1. INTRODUCTION

Bhikaji Cama Subharti College of Hotel Management (BCSCHM) has been established in 2009 under Swami Vivekanand Subharti University (SVSU), Meerut with the vision **to produce highly qualified skilled, trained, competent professionals for hospitality and tourism services.**

Mission to establish the BCSCHM was specifically centralized to focus on:

- To provide quality education and skilled professional
- To promote research and development in respective field
- To groom every student to be an excellent professional who follows Indian Culture, loving Moral values and the dictum “Atithi Devo Bhav”

Bhikaji Cama Subharti College of Hotel Management (BCSCHM) has started with following programmes:

- a) Masters of Hotel Management and Catering Technology (MHMCT)
- b) Bachelors of Hotel Management and Catering Technology (BHMCT)
- c) Diploma in Food Production and Bakery (DFPB)
- d) Diploma in Food and Beverage Service (DFBS)

DIPLOMA IN FOOD PRODUCTION & BAKERY (DFPB)

i. PROGRAMME OBJECTIVES:

- To develop the culinary skills amongst students and to prepare them ready for Catering and Hospitality Industry
- To understand the importance of team work and manage internal and external human resources.
- To inculcate expertise and knowledge (both theoretical & practical) that will lead to creation of prospective chefs in the hotel industry.
- To enriches the capabilities of students through intricately devised Practical work so as to acquire skills and knowledge in the major department of food production.
- Develops essential culinary skills and knowledge to an applied level in a range of patisserie and bakery disciplines.

ii. PROGRAMME OUTCOME:

After successful completion of the programme, an individual will be able to:

- Establish and maintain high standards of sanitation and food safety.
- Demonstrate proficiency in basic terminology and techniques for culinary arts and baking and pastry arts to include food preparation, presentation, and service.
- Identify and demonstrate the concepts of recipe costing, purchasing, receiving, and issuing practices in food service operations.
- Communicate clearly and professionally, both verbally and in writing.
- Develop strategies to improve business performance using creativity and problem solving skills, based on operational theory and procedures.
- Develop skills integral to success in the industry including guest service, supervisory management, the ability to work with others, and handling multiple tasks simultaneously.
- Develop and apply ethical and sustainable hospitality industry policies.
- Identify principles of menu and food service facility layout and design.
- Demonstrate and discuss the differences in cuisines and ingredients used around the world.
- Prepare regional, international, and classical cuisine dishes and demonstrate an understanding of how they are utilized in the contemporary food service industry.
- Analyze the functions of ingredients used in producing baked goods and pastries.
- Produce and evaluate a variety of baked goods, including but not limited to cakes, pies, breads, and confections.
- Utilize fundamental techniques to creatively modify standard recipes and develop new recipes.

2. RULES AND REGULATIONS FOR ADMISSION in DFPB&B

2.1 For admission in Diploma in Food Production & Bakery programme, the applicant should have passed Intermediate examination or equivalent of a recognized board.

2.2.1 The applicants may be required to appear at an entrance test followed by group discussion, interview and counseling before admission.

2.2.2 The reservation and relaxation for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government/State Government, whichever is applicable.

2.3. The entire programme has to be completed within a maximum of four years from the date of original admission in the programme.

3. CURRICULUM/ STRUCTURE OF PROGRAMME OF DFP&B

3.1 The programme shall be spread over one and half academic years, spread over three semesters comprising actual teaching for a minimum of 90 days in each semester and Industrial Training for 6 Months in the third semester.

3.2 The programme focuses on the following aspects:

- a) Competence
- b) Entrepreneurship
- c) Skill development
- d) Value added
- e) Extracurricular activities

- Industrial Training of 6 months is offered in the IIIrd semester. The students are expected to train in Hotels of category 4 star and above. The training will be as per the schedule mentioned in the curriculum. The students are expected to maintain a log book on a daily basis. At the end of the Industrial training the student shall submit a training report along with the log book and a performance appraisal from the hotel. The training report is to be prepared by the student and to be submitted to the Training and Placement Officer within the stipulated time for assessment.

3.4 The academic calendar shall be as follows:-

Ist Semester	Session - 1st Aug. to 30th Nov Exam - 1st Dec. to 15th Dec
IInd Semester	Session - 1st Jan. to 10th May Exam - 1st May to 15th May
IIIth Semester	Industrial Training- May to Dec.

3.5: Table of DFPB&B programme Structure from the academic year 2018-19

Course Code	Course	Course Type	Teaching Load per week				Credit	Marks		Total Marks
			L	T	P	Total		Continuous Comprehensive Assessment (CCA)	End-Semester Examination (ESE)	
SEMESTER I										
DFPB 101	Food Production	Core	3	1	-	4	4	30	70	100

DFPB 101P	Food Production (Practical)	Core	-	-	4	4	2	30	70	100
DFPB 102	Bakery	Core	3	1	-	4	4	30	70	100
DFPB 102P	Bakery (Practical)	Core	-	-	4	4	2	30	70	100
DFPB 103	Hygiene And Sanitation	Core	3	1	-	4	4	30	70	100
DCC 104	Introduction to Information Technologies	Skill Enhancement Course	3	1	-	4	4	30	70	100
DCC 105	Communication Skills	Skill Enhancement Course	3	1	-	4	4	30	70	100
Total						28	24	210	490	700
SEMESTER II										
DFPB 201	Larder	Core	3	1	-	4	4	30	70	100
DFPB 201P	Larder (Practical)	Core	-	-	4	4	2	30	70	100
DFPB 202	Confectionery	Core	3	1	-	4	4	30	70	100
DFPB 202P	Confectionary (Practical)	Core	-	-	4	4	2	30	70	100
DCC 204	Entrepreneurship	Skill Enhance	3	1	-	4	4	30	70	100

	Development	cement Course								
DCC 205	Managing Human Resources	Ability Enhancement Course	3	1	-	4	4	30	70	100
DFPB 206	Commodities	Core	3	1	-	4	4	30	70	100
Total						28	24	210	490	700
SEMESTER III										
DFPB 301	Food Production & Bakery (Industry Exposure)	Core	-	-	40	40	20	120	280	400
DFPB 302	Log Book & Presentation	Skill Enhancement Course	-	-	2	2	1	60	140	200
Total						42	21	180	420	600

3.6 List of all Courses under different categories for DFPB&B Programme

Course Type	Course Code	Course Name
Core Course	DFPB 101	Food Production
	DFPB 101P	Food Production (Practical)
	DFPB 102	Bakery
	DFPB 102P	Bakery (Practical)
	DFPB 103	Hygiene And Sanitation
	DFPB 201	Larder
	DFPB 201P	Larder (Practical)
	DFPB 202	Confectionery
	DFPB 202P	Confectionary (Practical)
	DFPB 206	Commodities

	DFPB 301	Food Production & Bakery (Industry Exposure)
Ability Enhancement Course	DCC 205	Managing Human Resources
Skill Enhancement Course	DCC 104	Introduction to Information Technologies
	DCC 105	Communication Skills
	DCC 204	Entrepreneurship Development
	DFPB 302	Log Book & Presentation

4. EXAMINATION AND EVALUATION

4.1 ATTENDANCE:

The students are expected to attend all the classes and should not have less than 75 % attendance in theory as well as in practical classes, wherever held, to become eligible to appear for the university examination. Short fall in attendance can, however be condoned in deserving cases to the extent of 10% by the Principal. If the short fall is more than 10% but not more than 15%, the Principal may recommend deserving cases to the Vice Chancellor for condonation. The order of the Vice Chancellor in this regard shall be final.

4.2 EXAMINATION:

All Courses offered by BCSCMH under DFPB&B programme will have an evaluation system within two components as:

1. Continuous Comprehensive Assessment (CCA) accounting for 30% of the final grade that a student gets in a course, and
2. End-Semester Examination (ESE) accounting for the remaining 70% of the final grade that the student gets in a course.

A student will have to pass both the components i.e. CCA and ESE separately to become eligible to be declared successful in a course.

4.2.1 CONTINUOUS COMPREHENSIVE ASSESSMENT (CCA) :

Continuous Comprehensive Assessment (CCA) will be of **30 marks** comprised:

- 4.2.1.1 Midterm written test / practical including in-between snap tests if any shall carry **20 marks** independently in each subject.
- 4.2.1.2 A maximum of **10 marks** in each subject shall be awarded for attending classes (theory / practical) as per the following norms:

Note: Marks for Attendance: below 50% = Zero (0) mark; 50% = 1 mark; 51 – 59.99% = 2 marks; 60 – 64.99% = 3 marks; 65 – 69.99% = 5 marks; 70 – 74.99 % = 7 marks; 75- 79.99% = 8 marks; 80- 84.99% = 9 marks; 85- 100% = 10 marks

4.2.2 **END SEMESTER EXAMINATION (ESE)**

The remaining 70% of the final grade of the student in a course will be assessed on the basis of an end semester examination (ESE) that will be for three hours duration and will cover the entire syllabus of the course.

The question papers for the ESE will be got set by the Controller of Examinations (CoE) of the Swami Vivekanand Subharti University (SVSU) by a selected faculty panel.

4.2.3 **INDUSTRIAL TRAINING (DFPB 301 & DFPB 302):**

The student is required to complete 6 months industrial training. During the training the student has to maintain a log book which will carry 200 marks (CCA-60 marks and ESE- 140 marks). At the end of the training the student has to present a training report with a presentation on his training in all core courses and it carries 400 marks (CCA- 120 marks and ESE- 280 marks).

4.3 **PAPER SETTING, EVALUATION & RESULTS**

The work of setting the End semester examination papers, conduct of the End semester and Annual examinations, Evaluation and declaration of results shall be as per the laid down Examination policies / latest University Notifications.

5. POWER TO MODIFY

In the event of any emergent situation, if any deviation is considered necessary, the Vice Chancellor is authorized to modify the Ordinance. Subject to subsequent ratification by the Executive Council.

SYLLABUS

Food Production			Course Code: DFPB 101
Semester : I	L/T/P (Per week)	3/1/0	Credits : 04

Objective	The objective of this course is to give an introduction to kitchen with all the basic requirements to work in a professional kitchen. This course aims to prepare the students to cater to the needs of the industry. It would inculcate in them sound knowledge of the principles of Food Production so that they can be put to use in an efficient & effective way.		
Course Outline	Topic	Hours	
		Lecture	Tutorial
Unit 1	Introduction <ul style="list-style-type: none"> • Origin of hotel industry Importance of kitchen in Hotel & Catering establishments • Aims and objectives of Cooking • Classification of raw materials, • Preparation of ingredients. • Methods of mixing foods, • Effect of heat on various foods • Culinary terms Staff organization of Kitchen, <ul style="list-style-type: none"> • Organizational Structure • Design the layout of Kitchen • Coordination with the Departments. 	12	4
Unit 2	Methods of cooking with special Application to meat, fish, vegetables, cheese, pulses and egg. Conventional and non-conventional methods of cooking, solar cooking, microwave cooking, fast food operation. Eggs – <ul style="list-style-type: none"> • Structure, selection of quality, various ways of cooking eggs with example in each method • Varieties of fish, meat and vegetables. • Accompaniments, • Garnishes • Rechauffe. 	12	4
Unit 3	Regional Cuisine of India <ul style="list-style-type: none"> • Cuisines of Kashmir, Himachal & Uttarakhand • Cuisines of Punjab, Haryana & Delhi • Cuisines of Andhra Pradesh & Kerala • Cuisines of Rajasthan & Gujarat • Cuisines of Maharashtra & Goa • Cuisines of Awadh & Bengal 	12	4
Unit 4	Description and use of the following <ul style="list-style-type: none"> • Basic stocks, Aspics & Jellies. • Sauce– Definition, classification of sauces • Soup – Definition, classification of soups. • Vegetables – Effect of heat on different vegetables 	9	3
Total Hours		45	15
Reference Books	<ul style="list-style-type: none"> • Theory of Cookery: Krishna Arora Publisher: Frank Brothers • Food Production Operations: Parvinder S Bali, Oxford University Press 		

	<ul style="list-style-type: none"> • Modern Cookery (Vol- I) By Philip E. Thangam, Publisher: Orient Longman • Practical Cookery By Kinton & Cessarani • Practical Professional Cookery by Kauffman & Cracknell • Professional Cooking by Wayne Gislen, Publisher Le Cordon Bleu • Purchasing Selection and Procurement for the Hospitality Industry By Andrew Hale Feinstein and John M. Stefanelli
Course outcomes	<p>At the end of the course the Students will be able to:</p> <ol style="list-style-type: none"> 1. Explain the Organizational Structure of Food Production Department. 2. Design the layout of Kitchen. 3. Classify raw materials and their uses. 4. Describe the methods of mixing food. 5. Draw the structure of egg. 6. Explain the balancing of recipes. 7. Define and classify sauces and soups. 8. Kitchen equipment and its upkeep and interdepartmental coordination

Food Production (Practical)			Course Code : DFPB 101P
Semester : I	L/T/P (Per week)	0/0/4	Credits : 02

Objective	This course enables students to familiarize with kitchen and prepare very basic items used in different cuisines.	
Course Outline	Topic	Practical Hours
	Introduction to various kitchen equipment, tools and their usage. Safety precaution to be taken while handling equipment. Hygiene & Safety practices to be observed in kitchen, introduction to various commodities.	4
	Demonstration of Food pre-preparation and cooking methods: Preparation Methods –Washing, Peeling, Paring (fruits), Cutting (cuts of vegetables), Grating (Vegetables), Grinding, Mashing, (vegetables & pulses), Sieving (flours), Steeping (cereals, pulses, tamarind, lemon-rind), Evaporation (milk & gravies), Marinating (meat, fish, chicken), Sprouting (pulses & legumes), Blanching, Filleting of fish, Deboning & jointing poultry.	4
	Methods of Mixing – Beating, Blending, Cutting in, Rubbing in, Creaming, Folding, Kneading, Rolling in, Pressing, Stirring Basic Indian masalas & gravies (Dry & wet).	8
	Indian Breakfast/Snack item.	8
	Continental menu consisting of appetizer/soup, main course with starch and vegetables and dessert.	8
	Basic Indian menu consisting of a Meat, Vegetable, Rice, Dal/ Raita, Bread and Sweet Preparation.	28
	Total Hours	60
E-resources		
Course Outcome	<p>At the end of the course the students would be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate food pre- preparation and cooking methods. 2. Illustrate different methods of mixing 3. Develop basic Indian menu 	

	4. Prepare continental dishes
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Bakery			Course Code: DFPB 102
Semester : I	L/T/P (Per week)	3/1/0	Credits : 04

Objective	This module provides theoretical foundation in Baking practices. It includes Selection of ingredients, Proper mixing and Baking techniques.		
Course Outline	Topic	Hours	
		Lecture	Tutorial
Unit 1	Introduction <ul style="list-style-type: none"> • Scope of Bakery & Confectionery, • Bakery terms. • Organization chart of Bakery Wheat and Flour <ul style="list-style-type: none"> • Different types of flours available, • Constituents of flours, • pH Value of flour, • Water absorption power of flour, • Gluten, diastatic capacity of flour, • Grade of flour 	12	4
Unit 2	Raw material required for bread making: <ul style="list-style-type: none"> • Role of flour, water, yeast, salt - Sugar, milk and fats Yeast <ul style="list-style-type: none"> • An elementary knowledge of Baker's yeast, the part it plays in the fermentation of dough and conditions influencing it's working. • Effect of over and under fermentation and under proofing of dough and other fermented goods • Bread improvers-improving physical quality 	12	4
Unit 3	Oven & Baking: <ul style="list-style-type: none"> • Knowledge and working of various types of oven. • Baking temperatures for bread, confectionery goods. Methods of bread making : <ul style="list-style-type: none"> • Straight dough method • Delayed salt method • No time dough method • Sponge and dough method Bread faults and their remedies	12	4
Unit 4	Bakery layout – The required approvals for setting up of a Bakery – Government procedure and Bye-laws. <ul style="list-style-type: none"> • Selection of site • Selection of equipment. • Layout design • Electricity Quality control <ul style="list-style-type: none"> • of raw material • of finished products 	9	3
Total Hours		45	15
Reference	<ul style="list-style-type: none"> • Theory of Cookery: KrishnaArora Publisher: Frank Brothers 		

Books	<ul style="list-style-type: none"> • Food Production Operations: Parvinder S Bali, Oxford University Press • Modern Cookery (Vol- I) By Philip E. Thangam, Publisher: Orient Longman • Practical Cookery By Kinton & Cessarani • Practical Professional Cookery by Kauffman & Cracknell • Professional Cooking by Wayne Gislen, Publisher Le Cordon Bleu • Purchasing Selection and Procurement for the Hospitality Industry By Andrew Hale Feinstein and John M. Stefanelli
Learning outcomes	<p>At the end of the course the Students will be able to:</p> <ol style="list-style-type: none"> 1. Draw the organization chart and kitchen hierarchy of bakery department 2. Explain the different ingredients used in bakery 3. Explain the different working temperatures for bakery products 4. Define the bread faults and remedies of bakery products 5. Draw and explain the layout of a bakery 6. Write recipes of different breads, pastries and gateaux

Bakery (Practical)			Course Code : DFPB 102P
Semester : I	L/T/P (Per week)	0/0/4	Credits : 02

Objective	This module provides practical foundation in Baking practices. It includes Selection of ingredients, Proper mixing and Baking techniques.	
Course Outline	Topic	Practical Hours
	Introduction to ingredients / Equipment <ul style="list-style-type: none"> • Identification and uses of equipment – large, small and utilities • Ingredients – Types of flour, Sugar, Nuts and Dry fruits, Shortenings, leavening etc. 	8
	Quality Checking & Basic Mixing Methods <ul style="list-style-type: none"> • Flour : W.A.P Test, Gluten Content • Yeast : Flying fermentation 	8
	Mixing Methods <ul style="list-style-type: none"> • Basic steps involved in mixing ingredients –Kneading, stirring, whipping, creaming etc. Simple yeast fermented products <ul style="list-style-type: none"> • Bread Sticks, Bread Rolls and Soft Rolls 	8
	Flavoured Breads <ul style="list-style-type: none"> • Basic Buns, Fruit Buns, Hot Cross Buns, Tomato Rolls and Garlic Rolls • Rich Yeast Fermented Breads Brioche, Fermented Doughnuts, Baba au Rhum, Savarin 	16
	Breads (Bread Rolls- Garlic / Herb, Burgers Buns, Hot Dog Rolls, Bread Loaf, French Bread, Sweet Dough, Brown Bread, Milk Bun, Pizza, Ladi Pav, Bread Sticks)	20
	Total Hours	60
E-resources		
Course Outcome	At the end of the course the students would be able to: <ol style="list-style-type: none"> 1. Identify and differentiate the small and large equipment in bakery 	

	<ol style="list-style-type: none"> 2. Identify and check for quality of different types of ingredients used in bakery 3. Prepare and Present yeast fermented products 4. Prepare and Present flavoured breads 5. Prepare and Present Breakfast breads 6. Prepare and Present laminated breads 7. Prepare toppings and stuffing for pizza and burgers
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HYGIENE AND SANITATION			Course Code: DFPB 103
Semester : I	L/T/P (Per week)	3/1/0	Credits : 04

Objective	The course is aimed at familiarizing the students regarding contaminated food, causes of contamination and sanitary techniques to develop ethics towards maintaining hygiene and sanitation in and around the hotel property.		
Course Outline	Topic	Hours	
		Lecture	Tutorial
Unit 1	FOOD MICROBIOLOGY <ul style="list-style-type: none"> • Introduction • Microorganism groups important in food microbiology - Viruses - Bacteria - Fungi (Yeast & Molds) - Algae - Parasites • Factors affecting the growth of microbes • Beneficial role of Microorganisms 	12	4
Unit 2	FOOD CONTAMINATION AND SPOILAGE <ul style="list-style-type: none"> • Classification Of Food • Contamination And Cross • Contamination Spoilages Of Various Food With The Storing Method SANITARY PROCEDURE FOLLOWED DURING FOOD HANDLING <ul style="list-style-type: none"> • Receiving, • Storage, • Preparation, • Cooking • Holding, • Service Of The Food 	12	4
Unit 3	SAFE FOOD HANDLER <ul style="list-style-type: none"> • Personal Hygiene discussing all standard. • Hand Washing Procedure • First Aid definition, • types of cuts, wounds, lacerations with reasons and precautions HAZARD ANALYSIS CRITICAL CONTROL POINT <ul style="list-style-type: none"> • Introduction to HACCP • History • Principles of HACCP 	12	4
Unit 4	FOOD SAFETY STANDARDS AUTHORITY OF INDIA (FSSAI) <ul style="list-style-type: none"> • Introduction to FSSAI • Role of FSSAI 	9	3

	<ul style="list-style-type: none"> FSSAI compliance GARBAGE DISPOSAL <ul style="list-style-type: none"> Different Methods Advantages and disadvantages Municipal Laws and Swachh Abhiyan 		
Total Hours		45	15
Reference Books	<ul style="list-style-type: none"> Hotel Management-Educational and Environmental Aspects-Yogendra K. Sharma Food Science and Nutrition - Sunetra Roday Food Hygiene- Kavita Ed Marwaha Food and Hygiene- William Tibbles Elements of Hygiene and sanitation- Theodore Hough 		
Learning outcomes	At the end of the course the Students will be able to: <ol style="list-style-type: none"> Understand Food Microbiology, Food Contamination and Spoilage; Follow sanitary procedure during food handling; Understand the importance of personal hygiene Analyse critical control points; and Practice laws governing the food safety and standards 		

Introduction to Information Technologies			Course Code: DCC 104
Semester : I	L/T/P (Per week)	3/1/0	Credits : 04

Objective	The subject aims to give a basic knowledge about Computers and its operations. It enables students to operate Computers and its allied Hardware and Software. It also gives insight in Internet, Email and other social media.		
Course Outline	Topic	Hours	
		Lecture	Tutorial
Unit 1	Introduction and Organization of computers: <ul style="list-style-type: none"> Computers – Introduction and Characteristics Block Diagram of computer Computer Input and Output Units of computer Computer Memory, RAM, ROM, PROM, EPROM, EEPROM; Stable and dynamic memory; Primary and Secondary memory Magnetic Hard disk, Floppy disk, CD-ROM, Disk Cartridges etc. Hardware and Software 	12	4
Unit 2	Introduction to Windows & MS Word: <ul style="list-style-type: none"> Windows - Functions and Advantages Introduction to Word Viewing, Creating, Opening and Saving a Document Editing and Formatting Text Proofing a Document Mail Merge 	9	3
Unit 3	MS Excel <ul style="list-style-type: none"> Excel – Nature; Significance and Scope Starting Excel Working with a Spreadsheet 	12	4

	<ul style="list-style-type: none"> • Editing the Worksheet • Formulae in Excel • Selecting, Inserting and Deleting Sheet 		
Unit 4	<p>MS Power point:</p> <ul style="list-style-type: none"> • Introduction to 'Power Point'; viewing and creating presentations. • Entering and Editing Text • Formatting Text • Drawing and Rotating Objects <p>Internet</p> <ul style="list-style-type: none"> • Introduction • Understanding 'www' • Sending and receiving email; Accessing News groups/Websites • Downloading Files • Face book: concept and significance; Establishing Web Presence 	12	4
Total Hours		45	15
Reference Books	<ul style="list-style-type: none"> • ITL, ESL, (2005), Introduction to Infotech, 1st edition, Pearson Education. • Goyal, Anita, (2010), Computer Fundamentals, 1st Edition, Pearson Education. • Leon and Leon, (1999)Introduction to Information Technology, Vikas Publishing House. • Joseph A. Brady and Ellen F Monk, (2007), Problem Solving Cases in Microsoft and Excel, Fourth Annual Edition, Thomson Learning. • Rajaraman, V., (2009), Introduction to Information Technology, Prentice Hall of India. 4. Deepak Bharihoke, (2009), Fundamentals of Information Technology, 3rd Edition, Excel Book 		
E-resources			
Course Outcome	At the end of the course the students would be able to: <ol style="list-style-type: none"> 1. Recognize different components of computer and their uses 2. Identify different operating system 3. Recall importance of MS Office 4. Describe the role of internet and social media in hospitality industry 		

Communication Skills			Course Code: DCC 105
Semester : I	L/T/P (Per week)	3/1/0	Credits : 04

Objective	<ul style="list-style-type: none"> • To develop the skills of the professional undergraduate students for proper self expression, social communication, spoken English, correct pronunciation, voice modulation and business etiquettes. • The students should improve their personality, communication skills and enhance their self-confidence. 		
Course Outline	Topic	Hours	
		Lecture	Tutorial
Unit 1	Fundamental of Grammar and their Usage: How To Improve Command Over Spoken and Written English with Stress on Noun, Verb, Tense and Adjective. Sentence Errors, Punctuation, Vocabulary Building to Encourage the Individual to Communicate Effectively, Common Errors in	12	4

	Business Writing.		
Unit 2	Introduction to Business Communication: Basic Forms of Communication, Process of Communication, Principles of Effective Business Communication, 7Cs; Media of Communication: Types of Communication: Barriers of Communication (Practical exercise in communication)	9	3
Unit 3	Business letter writing: Need, Functions and Kinds, Layout of Letter Writing, Types of Letter Writing: Persuasive Letters, Request Letters, Sales Letters, Complaints and Adjustments; Departmental Communication: Meaning, Need and Types: Interview Letters, Promotion. Letters, Resignation Letters, News Letters, Circulars, Agenda, Notice, Office Memorandums, Office Orders, Press Release.	12	4
Unit 4	Business Etiquettes and Public Speaking: Business Manners. Body Language Gestures, Email and Net Etiquettes, Etiquette of the Written Word, Etiquettes on the Telephone, Handling Business Meetings; Introducing Characteristic, Model Speeches, Role Play on Selected Topics with Case Analysis and Real Life Experiences.	12	4
Total Hours		45	15
Reference Books	<ul style="list-style-type: none"> • ITL, ESL, (2005), Introduction to Infotech, 1st edition, Pearson Education. • Krizan, A. C. Buddy, and Merrier, Patricia (2008) Effective Business Communication, 7th Edition, Cengage Learning. • Lesikar, (2009), Business Communication: Making Connections in a Digital World, McGraw Hill Education. • McGraw, S. J., (2008) Basic Managerial Skills for All, 8th edition, Prentice Hall of India. • Wren & Martin, (2008), English Grammar and Composition, Sultan chand & Sons. 		
E-resources			
Course Outcome	At the end of the course the students would be able to: <ol style="list-style-type: none"> 1. Discuss features and process of communication 2. Classify various types of communication 3. Solve barriers to effective communication 4. Assess their written communication skills 5. Evaluate their oral communication 		

Larder			Course Code: DFPB 201
Semester : II	L/T/P (Per week)	3/1/0	Credits : 04

Objective	The module reflects the need for a thorough understanding of the preparation, handling and cooking of a diverse range of kitchen/larder products, and the subsequent production of a range finished dishes.		
Course Outline	Topic	Hours	
		Lecture	Tutorial
Unit 1	Introduction <ul style="list-style-type: none"> • Larder organization and layout. • Larder control- maintenance and care of larder equipment 	12	4

	<ul style="list-style-type: none"> Hors d'oeuvre and salads- classification 		
Unit 2	Fish <ul style="list-style-type: none"> Classification, sealing, cleaning, preparation, basic cuts and its uses and storage. Butchery <ul style="list-style-type: none"> Cuts of beef, lamb, mutton and pork, its uses and weights. 	12	4
Unit 3	Poultry and Game <ul style="list-style-type: none"> Poultry – Classification, preparation, dressing and cuts with its uses. Game – Fured game and feathered game, preparation cuts with its uses. Assembling of cold buffets, sandwiches and canapes. Proper storage of leftovers. 	12	4
Unit 4	<ul style="list-style-type: none"> Different types of forcement and their uses. Decorative work including sculptures, ice carvings, vegetable and fruit carvings. Cleaning and care of Larder equipment. 	9	3
Total Hours		45	15
Reference Books	<ul style="list-style-type: none"> Food Production Operations: Parvinder S Bali, Oxford University Press Modern Cookery (Vol- I) By Philip E. Thangam, Publisher: Orient Longman Practical Cookery By Kinton & Cessarani Practical Professional Cookery by Kauffman & Cracknell Professional Cooking by Wayne Gislen, Publisher Le Cordon Bleu Purchasing Selection and Procurement for the Hospitality Industry By Andrew Hale Feinstein and John M. Stefanelli 		
Course Outcome	At the end of the course the Students will be able to: <ol style="list-style-type: none"> Design the layout of Larder Classify different meat and fish cuts Differentiate different types of forcemeat and its uses Create vegetable and fruit carving 		

Larder (Practical)			Course Code : DFPB 201P
Semester : II	L/T/P (Per week)	0/0/4	Credits : 02

Objective	The module reflects the need for a thorough understanding of the preparation, handling and cooking of a diverse range of kitchen/larder products, and the subsequent production of a range finished dishes.	
Course Outline	Topic	Practical Hours
	Preparation of various simple and compound Horsd'oeuvres : Simple salads - 5 varieties	8
	Compound Salads : Fruit based - 3 varieties Fish based - 3 varieties Meat based - 3 varieties Vegetable based - 3 varieties	12

	Preparation of salad dressings – 4 varieties	8
	Butchery: <ul style="list-style-type: none"> • Lamb and Mutton – Demonstration of jointing mutton carcasses. Deboning of mutton leg and shoulder. Curry cuts and boti kababs. • Fish – cuts of fish and its use in cold buffets. • Poultry – Dressing, trussing and deboning. 	32
Total Hours		60
E-resources		
Course Outcome	At the end of the course the students would be able to: <ol style="list-style-type: none"> 1. Prepare various types of salads 2. Demonstrate various types of meat and fish cuts 3. Illustrate vegetable and fruit carvings 4. Prepare various meat dishes 	

Confectionery			Course Code: DFPB 202
Semester : II	L/T/P (Per week)	3/1/0	Credits : 04

Objective	The module reflects the need for a thorough understanding of the preparation, handling and cooking of sponges for gateaux as well as many other product types.		
Course Outline	Topic	Hours	
		Lecture	Tutorial
Unit 1	Ingredient used in Cake Making Types & Varieties <ul style="list-style-type: none"> • Flour • Sugar • Shortening – Fats and oil • Egg • Moistening agent • Leavening Agents 	12	4
Unit 2	Cake Making Methods <ul style="list-style-type: none"> • Sugar butter process, • Flour butter process, • Genoise method • Blending and rubbing method Basic Pastries <ul style="list-style-type: none"> • Pastry making, principles & derivatives Characteristic of Cakes <ul style="list-style-type: none"> • Balancing cake formula • External characteristics • Internal Characteristics • Cake Faults and remedies 	12	4
Unit 3	Chocolate <ul style="list-style-type: none"> • Identify different forms in which coco and chocolate are available • Explain the process of chocolate tempering • Chocolate designs, garnishes and presentations Sugar	12	4

	<ul style="list-style-type: none"> Identify and describe the different stages of cooking sugar Caramelized Sugar preparations Sugar for desserts and presentations 		
	Types of icing		
Unit 4	Cookies and Biscuits <ul style="list-style-type: none"> Preparation of cookies and biscuits. Factors affecting the quality of biscuits / cookies Various types ice creams and bombs Storage of confectionery product	9	3
Total Hours		45	15
Reference Books	<ul style="list-style-type: none"> Food Production Operations: Parvinder S Bali, Oxford University Press Modern Cookery (Vol- I) By Philip E. Thangam, Publisher: Orient Longman Practical Cookery By Kinton & Cessarani Practical Professional Cookery by Kauffman & Cracknell Professional Cooking by Wayne Gislen, Publisher Le Cordon Bleu Purchasing Selection and Procurement for the Hospitality Industry By Andrew Hale Feinstein and John M. Stefanelli 		
Course Outcome	At the end of the course the Students will be able to: <ol style="list-style-type: none"> Explain the different ingredients used in confectionery Differentiate different cake mixing methods Define and explain different pastries and derivatives Operation of different types of oven Define the internal and external characteristics of cakes Describe the different cake faults and remedies List down the steps in preparing cookies and biscuits Explain the procedure in preparing Ice Creams Demonstrate working knowledge of Chocolate and Sugar confectionery 		

Confectionary (Practical)			Course Code : DFPB 202P
Semester : II	L/T/P (Per week)	0/0/4	Credits : 02

Objective	This module provides practical foundation in Baking practices. It includes Selection of ingredients, Proper mixing and Baking techniques involved in preparation of Breads, Cakes, Flour Pastry, Cookies and Icing.	
Course Outline	Topic	Practical Hours
	Puddings and Desserts Hot dessert : Caramel Custard Bread and Butter pudding Cold Desserts: Bavarois; ginger pudding; cold lemon soufflé; chocolate mousse; charlottes royale; charlotte russe; charlotte arlequine; bavarois urbane; soufflé praline; fruit trifle.	12
	Cakes (Vanilla Muffins, Chocolate Layer Cake, Orange Muffins, Banana Bread, Madeira Cake, Swiss Roll / Roulade Eggless Cake, Mawa Cake, Devil's Food Cake, Angel Food Cake, Madeleine's, Date and Walnut Cake, Carrot Cake, Pineapple Upside Down Cake, Dry Fruit Cake, Gel Sponge, Genoese Sponge, Tea Cakes, Petite Four, Fruit Flan, Dundee Cake , Doughnut)	12

	Icings and Decorations techniques (Glace Icing, Feather Icing, Butter Cream, Ganache, Truffle, Royal Icing, Marzipan, Sugar Paste, Pastillage, Meringue, American Frosting, Fresh Cream)	12
	Flour Pastry Products and its variations (Tarts- Fresh Fruit / Choc, Profite Rolls, Meat Pie, Cheese Straw, Croissant, Vol Au Vent, Eclairs, Eccless Cake, Bouchees, Pinwheel, Palmiers, Khari, Cream Rolls ,Cinnamon Twist, Veg Puffs)	12
	Cookies (Butter Buttons, Melting Moments, Checkerboard, Shrewsbury, Ginger Cookies, Macaroons, Choco Chips, Biscotti, Pinwheel, Nan Khatai, Jeera Cookies, Brownie)	12
Total Hours		60
E- resources		
Course Outcome	At the end of the course the students would be able to: 1. Demonstrate cake making 2. Illustrate different icings and decoration technique 3. Prepare various types of pastries 4. Describe bread making methods	

Entrepreneurship Development			Course Code: DCC 204
Semester : II	L/T/P (Per week)	3/1/0	Credits : 04

Objective	It provides exposure to the students to the entrepreneurial cultural and industrial growth so as to prepare them to set up and manage their own small units.		
Course Outline	Topic	Hours	
		Lecture	Tutorial
Unit 1	Introduction: The Entrepreneur: Definition, Emergence of Entrepreneurial Class; Theories of Entrepreneurship	9	3
Unit 2	Promotion of a Venture: Opportunity analysis; External Environmental Analysis Economic, Social and Technological; Competitive factors; Legal requirements of establishment of a new unit and Raising of Funds; Venture Capital Sources and documentation required.	12	4
Unit 3	Entrepreneurial Behaviour: Innovation and Entrepreneur; Entrepreneurial Behaviour and Psycho-theories, Social responsibility. Entrepreneurial Development Programmes (EDP): EDP, their role, relevance and achievements; Role of Government in organizing EDP's critical evaluation.	12	4
Unit 4	Role of Entrepreneur: Role of an Entrepreneur in Economic Growth as an Innovator, Generation of Employment Opportunities, Complimenting and supplementing Economic Growth, bringing about Social Stability and Balanced Regional Development of Industries: Role in Export Promotion and Import Substitution, foreign exchange Earnings.	12	4
Total Hours		45	15

Reference Books	<ul style="list-style-type: none"> Chandra, Ravi, (2003), Entrepreneurial Success: A Psychological Study, Sterling Publication Pvt. Ltd., New Delhi. Balaraju, Theduri, (2004), Entrepreneurship Development: An Analytical Study, Akansha Publishing House, New Delhi. David, Otes, (2004), A Guide to Entrepreneurship, Jaico Books Publishing House, Delhi. Kaulgud, Aruna, (2003), Entrepreneurship Management, Vikas Publishing House, Delhi.
E-resources	
Course Outcome	<p>At the end of the course the students would be able to:</p> <ol style="list-style-type: none"> Differentiate entrepreneur, entrepreneurship Generate and evaluate ideas Identify entrepreneurial process Use source of finance to start entrepreneurship Explain the importance and responsibilities of entrepreneur and entrepreneurship

Managing Human Resources			Course Code: DCC 205
Semester : II	L/T/P (Per week)	3/1/0	Credits : 04

Objective	The objective of the course is to familiarize students with the different aspects of managing Human Resources in the organization through the phases of acquisition, development and retention.		
Course Outline	Topic	Hours	
		Lecture	Tutorial
Unit 1	Introduction: Concept, Nature, Scope, Objectives and Importance of HRM; Evolution of HRM; Challenges of HRM; Personnel Management vs HRM; Strategies for the New Millennium: Role of HRM in Strategic Management; Human Capital; Emotional Quotient; Mentoring; ESOP; Flexi-time; Quality Circles; Kaizen; TQM and Six Sigma.	9	3
Unit 2	Acquisition of Human Resources: HR Planning; Job analysis – Job Description and Job Specification; Recruitment – Sources and Process; Selection Process – Tests and Interviews; Placement and Induction; Job changes – Transfers, Promotions/Demotions, Separations.	12	4
Unit 3	Training and Development: Concept and Importance of Training; Types of Training; Methods of Training; Design of Training Programme; Evaluation of Training Effectiveness; Executive Development – Process and Techniques; Career Planning and Development.	12	4
Unit 4	Compensation and Maintenance: Compensation: Job evaluation – Concept, Process and Significance; Components of Employee Remuneration – Base and Supplementary; Performance and Potential appraisal – Concept and Objectives; Traditional and Modern methods, Limitations of Performance Appraisal methods, 360 degree Appraisal technique; Maintenance: Overview of Employee Welfare, Health and Safety, Social security.	12	4
Total Hours		45	15
Reference Books	<ul style="list-style-type: none"> Aswathappa, K., (2010), Human Resource Management, McGraw Hill 		

	<p>Education.</p> <ul style="list-style-type: none"> • Durai, Praveen, (2010), Human Resource Management, Pearson Education. • Monappa, A. and Saiyadain, M., (2001), Personnel Management, McGraw-Hill Education. • Dessler, Gary, (2004), Human Resource Management, Pearson Education. • Jyothi, P., and Venkatesh, D.N, (2006), Human Resource Management, Oxford Higher Education.
E-resources	
Course Outcome	<p>At the end of the course the students would be able to:</p> <ol style="list-style-type: none"> 1. Explain the role and importance of Human Resource Management 2. Appraise performance of the team and plan training program 3. Evaluate performance of the staff 4. Support the manpower with incentive and benefits 5. Solve grievances of the staff

COMMODITIES			Course Code: DFPB 206
Semester : II	L/T/P (Per week)	3/1/0	Credits : 04

Objective	The subject aim is to gain basic knowledge of commodities used in Catering industry. Introduction to commodities on the basis of - Sources, types/classification, nature, catering uses, Processing method, By-products of each, Market forms available, Modes of packing, Local market rate, Storage principles & Nutritive value.		
Course Outline	Topic	Hours	
		Lecture	Tutorial
Unit 1	Cereals- <ul style="list-style-type: none"> • Wheat rice maize Breakfast cereals like cornflakes, rice flakes, Choco flakes and pressed rice uses and storage • Pulses –its types and uses • Fruits and vegetables; classification and uses • Tea, coffee, coco and their sources, storage and uses. Food flavours, essences and food colours with brand names. 	12	4
Unit 2	<ul style="list-style-type: none"> • Fruits and vegetables- classification and uses • Dairy products- milk –its uses composition and storage, classification and uses of cheese, butter, cream • Herbs spices and condiments- classification and uses of different types 	12	4
Unit 3	SAFE FOOD HANDLER <ul style="list-style-type: none"> • Personal Hygiene discussing all standard. • Hand Washing Procedure • First Aid definition, • types of cuts, wounds, lacerations with reasons and precautions HAZARD ANALYSIS CRITICAL CONTROL POINT <ul style="list-style-type: none"> • Introduction to HACCP • History • Principles of HACCP 	12	4
Unit 4	<ul style="list-style-type: none"> • Prevailing food standards in INDIA, food 	9	3

	adulterations as public health hazard, and common adulterants, simple tests in detection of common food adulterants, ISI, AGMARK and FSSAI		
	<ul style="list-style-type: none"> • Food Preservation – long term and short term methods. Convenience food, sugar preserves and confectionery gums 		
Total Hours		45	15
Reference Books	<ul style="list-style-type: none"> • The book of Ingredients- Jane Grigson • Success in Principles of Catering - Michael Colleer & Colin Saussams • Food Commodities- Bernard Davis • Theory of Catering- Victor Ceserani& Ronald Kinton, ELBS • Ingredients – LoukieWerle, Jill Cox 		
Course Outcome	At the end of the course the Students will be able to: <ol style="list-style-type: none"> 1. Classify Cereals and Describe their uses and storage. 2. Classify Pulses and Describe their uses and storage. 3. Define and Classify Fruits and Vegetables. 4. Classify dairy products and describe the composition and storage of milk, cheese, butter and cream. 5. Find and Test the food adulterants. 6. Fruits and vegetables classification and uses 7. Identification and uses of spices and herbs 8. Define and classify tea, coffee, coco and food colours and flavours. 		

Food Production & Bakery (Industry Exposure)			Course Code : DFPB 301
Semester : III	L/T/P (Per week)	0/0/40	Credits : 20

Objective	Objective of doing the Industrial Training is to learn various section and types of Event Management.	
Course Outline	Topic	Practical Hours
	WHAT TO OBSERVE <ul style="list-style-type: none"> • Standard operation/ Operating Procedure • Who is Who- Key people in the Core Group • Hierarchy Chart • Key Personnel • Job Description • Employee Recruitment/Retaining/Welfare Policies (Break-Timings) Duty hours, Weekly off • Working Condition • Situation handling procedures • Certifications from various Institutions like Licensing/ NoC etc. • Operation Timings • Duty Roaster • Communication Channels • Uniform codes • Forms & Formats • Record Keeping & Systems 	

Total Hours		600
Course Outcome	At the end of the course the students would be able to: <ol style="list-style-type: none"> 1. Get familiarized with various technological trends, approaches and applications. 2. Demonstrate understanding of relevant application oriented subjects in a better perspective 3. Describe the scope, functions and job responsibilities of various staff in the departments 4. Get awareness and exposure to industrial work environment 5. Work upon industrial project in a team. 	

Log Book & Presentation			Course Code : DFPB 302
Semester : III	L/T/P (Per week)	0/0/2	Credits : 01

Objective	The concept of maintaining the Log Book & Presentation is to prepare presentation skills in the students who have undergone industrial exposure		
Course Outline	Topic	Practical Hours	
	Students have to submit the following on completion of on job training to the faculty coordinator at the institute: <ol style="list-style-type: none"> 1. Logbook. 2. Appraisal 3. A copy of the offer letter and industry exposure/ Job Training Certificate. 4. Training Report 5. Power Point presentation on a CD, based on the report. 6. Attendance sheet. 7. Leave card. 		
Total Hours			30
Course Outcome	At the end of the course the students would be able to: <ol style="list-style-type: none"> 1. Get familiarized with various technological trends, approaches and applications. 2. Demonstrate understanding of relevant application oriented subjects in a better perspective 3. Describe the scope, functions and job responsibilities of various staff in the departments 4. Get awareness and exposure to industrial work environment 5. Work upon industrial project in a team 		