

SWAMI VIVEKANAND
SUBHARTI
UNIVERSITY
UGC Approved Meerut

Date of Academic Council Meeting : 6 May 2025
Date of Executive Council Meeting : 28 June 2025

Ordinance No. V-128A

**CERTIFICATE PROGRAMME IN FOOD
PRODUCTION & BAKERY (CFPB)**



**College of Hotel Management
Faculty of Management and Commerce**

**SWAMI VIVEKANAND SUBHARTI UNIVERSITY,
MEERUT**

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Subharti Institute of Hotel Management
S.V.S.U., MEERUT

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Ordinance No. V-128A

ORDINANCE RELATING TO CERTIFICATE PROGRAMME IN FOOD PRODUCTION & BAKERY 2025-2026

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 cutting-edge education on the grounds of Industry Standards.
- To foster global competence among our students by inculcating opportunities for International exposure, cross-cultural understanding, and language proficiency development.
- To promote research and innovation that accelerates sustainable development practices in the Hospitality and Tourism Sector.

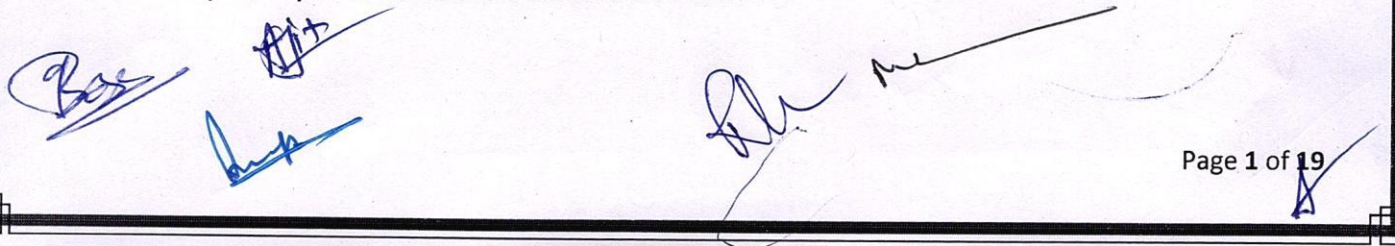
Bhikaji Cama Subharti College of Hotel Management (BCSCHM) has started with following programmes:

- a) Masters of Hotel Management and Catering Technology (MHMCT)
- b) Bachelors of Hotel Management and Catering Technology (BHMCT)
- c) Bachelors in Vocational Course in Hospitality & Tourism
- d) B.Sc. in Culinary Management (BScCM)
- e) Certificate Programme in Food Production and Bakery (DFPB)

CERTIFICATE PROGRAMME IN FOOD PRODUCTION & BAKERY(DFPB)

i. PROGRAMME OBJECTIVES:

1. To develop foundational knowledge and skills in food production, culinary techniques, and bakery operations essential for entry-level roles in the hospitality and food service industries.



2. To provide hands-on training in basic cooking methods, kitchen hygiene, baking techniques, and equipment handling, with a strong emphasis on practical learning.
3. To instill professional habits and work ethics expected in commercial kitchens, including time management, teamwork, discipline, and attention to detail.
4. To introduce students to kitchen safety, sanitation, and food hygiene standards, following national and international guidelines.
5. To prepare students for immediate employability in hotels, restaurants, bakeries, cafes, and institutional catering setups through skill-based training.
6. To promote entrepreneurial mindset by equipping learners with the basic knowledge and confidence to start small ventures in food production or bakery.

ii. **PROGRAMME OUTCOME:**

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

- a. **To Demonstrate Core Culinary Skills:**
Apply basic food production techniques, including cutting, cooking, baking, and presentation, appropriate to a commercial kitchen or bakery setup.
- b. **To Exhibit Practical Competence in Bakery Operations:**
Prepare a variety of bakery and confectionery items using standard recipes, tools, and baking techniques while adhering to quality and consistency standards.
- c. **To Maintain Kitchen Hygiene and Food Safety:**
Implement safe and hygienic food handling practices in compliance with FSSAI and basic HACCP guidelines, ensuring cleanliness and sanitation in all kitchen operations.
- d. **To Operate Kitchen Tools and Equipment Efficiently:**
Use commercial kitchen tools and bakery equipment effectively and safely to optimize workflow and ensure operational efficiency.
- e. **To Display Professional Conduct and Work Ethics:**
Demonstrate professionalism through punctuality, teamwork, personal grooming, discipline, and respect for kitchen hierarchy and standard operating procedures.

- f. **To Communicate Effectively in Workplace Settings:**
Exhibit basic communication and interpersonal skills suitable for hospitality environments, with the ability to interact confidently with colleagues, supervisors, and customers.
- g. **To Contribute Effectively in Team-based Culinary Tasks:**
Collaborate as part of a kitchen team to plan, prepare, and serve meals and baked goods, contributing to a positive and productive work environment.
- h. **To Apply Entrepreneurial Thinking:**
Utilize foundational knowledge of food costing, menu planning, and small business operations to explore self-employment or small-scale food or bakery ventures.
- i. **To Adapt to Entry-level Employment in the Food Industry:**
Enter the workforce as a trained assistant in hotels, bakeries, cafes, restaurants, or institutional catering units with industry-relevant practical skills and knowledge.

2. **RULES AND REGULATIONS FOR ADMISSION in DFPB**

- 2.1 For admission in Certificate Programme in Food Production & Bakery programme, the applicant should have passed 10th 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.
- 2.3.1 The entire programme has to be completed within a maximum of 2 years from the date of original admission in the programme.
- 2.3.2 Minimum age at the time of admission in Certificate Programme in Food Production & Bakery is 17 years.

3. **CURRICULUM/ STRUCTURE OF PROGRAMME OF DFPB**

- 3.1 The programme shall be spread over one academic years, spread over two semesters comprising actual teaching for a minimum of 90 days in 1st semester and Industrial Training for 6 Months in the 2nd semester.
- 3.2 The programme focuses on the following aspects:
 - a) Competence
 - b) Entrepreneurship

- c) Skill development
- d) Value added

3.3 Industrial Training of 6 months is offered in the IInd 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:-

I st Semester	Session - 1st Aug. to 30th Nov Exam - 1st Dec. to 25th Dec
II nd Semester	Industrial Training- Jun to Dec.

3.5: Table of CFPB programme Structure from the academic year 2025-26

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										
CFPB 101	Food Production	Core	3	1	-	4	4	30	70	100
CFPB 101P	Food Production (Practical)	Core	-	-	4	4	2	30	70	100
CFPB 102	Bakery & Confectionery	Core	3	1	-	4	4	30	70	100
CFPB 102P	Bakery & Confectionery (Practical)	Core	-	-	4	4	2	30	70	100
CFPB 103	Hygiene And Sanitation	Core	3	1	-	4	4	30	70	100
CFPB 104	Introduction to Information Technologies	Skill Enhancement Course	3	1	-	4	4	30	70	100
CFPB 105	Communication Skills	Skill Enhancement	3	1	-	4	4	30	70	100

		t Course								
CFPB 106	Commodities	Core	3	1	-	4	4	30	70	100
	Total					32	28	240	560	800
SEMESTER II										
Course Code	Course	Course Type	L	T	P	Total		Continuous Comprehensive Assessment (CCA)	End-Semester Examination (ESE)	Total Marks
CFPB 201	Food Production & Bakery (Industry Exposure)	Core	-	-	40	40	20	120	280	400
CFPB 202	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 CFPB Programme

Course Type	Course Code	Course Name
Core Course	CFPB 101	Food Production
	CFPB 101P	Food Production (Practical)
	CFPB 102	Bakery & Confectionery
	CFPB 102P	Bakery & Confectionery (Practical)
	CFPB 103	Hygiene And Sanitation
	CFPB 201	Food Production & Bakery (Industry Exposure)
Skill Enhancement Course	CFPB 104	Introduction to Information Technologies
	CFPB 105	Communication Skills
	CFPB 106	Commodities
	CFPB 202	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 CFPB 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

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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 (CFPB 201 & CFPB 202):

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 examination, 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.