

As Per NEP 2020

University of Mumbai



Syllabus for Basket of Open Elective (OE)	
Board of Studies in Culinary Arts	
UG First Year Programme	
Semester -	II
Title of Paper	Credits 2
I) Kitchen Stewarding & House Keeping –(TH)	Credits 2
From the Academic Year	2024-25

Syllabus

SEM- II

OPEN ELECTIVE (OE)

KITCHEN STEWARDING & HOUSE KEEPING		
Sr. No.	Heading	Particulars
1	Description the course : Including but Not limited to :	Kitchen Stewards and House Keeping are responsible for maintaining high levels of cleanliness and organization within a restaurant's kitchen. They perform a variety of tasks in order to do so, and are essential to the success of any culinary establishment.
2	Vertical	Open Elective (OE)
3	Types	Theory
4	Credit	2 Credits (1 Credit = 30 Hours for Theory in Semester)
5	Hours Allotted	30 Hours
6	Marks Allotted	50 Marks (Internal Exam - 20 Marks,/ External Exam - 30 Marks)
7	OBJECTIVE: The Objective of this course is – 1. To develop basic skills required for Housekeeping Operations 2. To Understand Role of Kitchen Stewarding Department. 3. To Familiarize with House Keeping Equipment & Cleaning Agents Usage 4. To learn Kitchen facilities & Importance 5. To understand Waste management procedures	
8	COURSE OUTCOME: After completion of this course student will be able to 1) Demonstrate the basic skills and technique required for Housekeeping Service Operations Equipment & chemical Usage 2) Demonstrate the kitchen facilities, waste management, environment friendly housekeeping, best HK practice in kitchen and generate self-employment in kitchen management. 3) Understand the importance of Kitchen Steward Service & Operating Procedures, Sanitation, Hygiene, Safety practice and Inventory management.	

9 - Module	Sub-Module	KITCHEN STEWARDING & HOUSE KEEPING (TH)	Total Hrs 30
Module -1	1.1	Introduction to Housekeeping	15 Hrs
	1.1.1 1.1.2 1.1.3 1.1.4 1.1.5 1.1.6 1.1.7 1.1.8 1.1.9 1.1.10	- Definition of housekeeping, - Activities of kitchen keeping, - Role of housekeeping in Kitchen Department - Kitchen Cleaning Check List, - Cleaning Agents & Eco Friendly Cleaning Agents, - Cleaning Kitchen Uniforms / Linens - Kitchen Equipment Cleaning Manual - Cleaning of Different Surfaces - Environment-friendly housekeeping	
	1.2	Kitchen Facility	
	1.2.1 1.2.2 1.2.3 1.2.4 1.2.5 1.2.6 1.2.7 1.2.8 1.2.9	- Kitchen Design, layout & Area requirement - Structural features – Drainage, , Electricity , Gas , Water Supply, Floor, Wall and Ceiling surfaces, work surfaces, lighting, Ventilation - Department of Kitchen – Commissary, Butchery, Garde Manger, Bakery, Pastry , Main Kitchen, Satellite Kitchens , - Fire Safety - Types of equipment – Food Preparation Equipment, Cooking Equipment, Holding Serving and Cleaning Equipment, Washing and Storage Equipment - Factor to be considered while selecting Kitchen Equipment - Types of fuel used in a kitchen - Installation, Preventive / routine and reactive maintenance - Commonly used equipment and their operating Procedures	
Module -2	2.1	Kitchen Steward	15 Hrs
	2.1.1 2.1.2 2.1.3 2.1.4 2.1.5 2.1.6 2.1.7 2.1.8 2.1.9	- Introduction - Organizational Structure of Kitchen Stewarding Dept. - Maintain Cleanliness in the Kitchen - Sanitation and Hygiene - Cleaning Procedure and Technique - Kitchen Inventory Management - Storage of Kitchen Supplies and Equipment - Communicate effectively and maintain service	

	2.1.10 2.1.11 2.1.12	standards - Cleaning Chemical and its Safety Using Procedure - Follow Health, Hygiene and Safety Practices - Stock Control in Kitchen Stewarding Dept. - Team Work Skill																	
	2..2	Environmental Consciousness in Kitchen																	
	2.1.1 2.1.2 2.1.3 2.1.4 2.1.5 2.1.6 2.1.7 2.1.8	- Garbage Segregation - Chemical and pollution reduction - Reducing carbon footprint, - Energy efficiency - Water efficiency - Waste reduction / Management - Recycling - Exhaust and drainage requirements																	
10	Text Book :- KITCHEN STEWARDING & HOUSE KEEPING 1. Hotel facility planning, Bansal, Tarun, Oxford 2. Kitchen Stewarding – Renu Singh 3. Kitchen Stewarding: Operations and Management - <u>Gulshan Soni</u>																		
11	Reference Book :- KITCHEN STEWARDING & HOUSE KEEPING 1. Professional Management of Housekeeping operations - Robert J. Martin 2. Hotel Housekeeping Training Manual, Sudhir Andrews, 3. Hotel Housekeeping operation and management, G Raghubalan & Smritee 4. Hotel Facility Planning, Tarun Bansal,																		
12	Internal Continuous Assessment: 40%	External-Semester End Examination- 60 % Individual Passing in Internal and External Examination : 40 %																	
13	Continuous Evaluation through: Quizzes, Class Tests, presentation, project, role play, creative writing, assignment etc.(at least 3)	<table><tr><th>Sr. No</th><th>Examination</th><th>Module</th><th>Time</th><th>Total Marks</th></tr><tr><td>1</td><td>Class Test</td><td>Unit I or on Completed syllabus</td><td>30 min</td><td>10</td></tr><tr><td>2</td><td>Assignments / Case Study / Presentations / Project / Group Discussion / Ind. Visit. / Tutorial</td><td>Module – 1 & 2</td><td>As per topic</td><td>10</td></tr></table>			Sr. No	Examination	Module	Time	Total Marks	1	Class Test	Unit I or on Completed syllabus	30 min	10	2	Assignments / Case Study / Presentations / Project / Group Discussion / Ind. Visit. / Tutorial	Module – 1 & 2	As per topic	10
Sr. No	Examination	Module	Time	Total Marks															
1	Class Test	Unit I or on Completed syllabus	30 min	10															
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14	Format of Question Paper: for the final examination					
	Semester End Examination	Question No	Paper Pattern (Theory question paper pattern: Attempt any two from four questions.)	Module	Time 1 Hrs	Total Marks 30
		Q. 1	Define / Terminologies / Match the Column / Fill in the Blanks / Multiple Choice Questions (1 Marks each)	I & II		15
		Q. 2	Short Notes / Problem. Attempt any Three Questions out of four. (a, b, c & d). (5 Marks each)	I & II		15
		Q. 3	Essay Type Questions (Attempt any one out of two)	I		15
		Q. 4	Essay Type Questions (Attempt any one out of two)	II		15
	Note:	1. To appear examination minimum prescribed attendance is compulsory. 2. All questions are compulsory, 3. Individual Passing in Internal and External Examination is compulsory. 4. Certified Journal is compulsory for appearing at the time of Practical Exam.				

Sign of the BOS
Chairman
Name of the
Chairman
Name of the BOS

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Offg. Associate Dean
Name of the Associate Dean
Name of the Faculty

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