

CIRCULAR:-

The Principals of the affiliated Colleges in Science are hereby informed that the recommendation made by the Ad-hoc Board of studies in Nautical Science and Ad-hoc Committee in Maritime Sciences has been accepted by the Academic Council at its meeting held on 15th April, 2008 vide item No. 4.67 and subsequently approved by the Management Council at its meeting held on 24th April, 2008 vide item No. 16 and that, in accordance therewith, the B.Sc. Maritime Hospitality Studies degree course is introduced by the University from the academic year 2008 - 2009.

Further that, in exercise of the powers conferred upon the Management Council under Section 54(1) and Section 55(1) of the Maharashtra Universities Act 1994, it has made **Ordinances 5759, 5760, 5761, 5762, 5763, 5764, 5765, 5766.** and **Regulations 5875, 5876, 5877, 5878, 5879, 5880, 5881, 5882** including scheme of examination and syllabus relating to the B.Sc. Maritime Hospitality Studies is as per Appendix.

MUMBAI-400 032
14th July, 2008

PRIN.K VENKATARAMANI
REGISTRAR

To,
The Principals of the affiliated Colleges in Science

A.C/4.67/15/04/2008
M.C./16/ 24/04/2008

No. UG/ 300-A of 2008

MUMBAI-400 03

14th July, 2008

Copy forwarded with compliments for information to :-

- 1) The Dean Faculty of Science.
- 2) The Chairman, Ad-hoc Board of Studies in Nautical Science.
- 3) The Controller of Examinations.
- 4) The Co-Ordinator, University Computerization Centre,


(D.H.KATE)
DEPUTY REGISTRAR
U.G./P.G.Section.

Copy to :-

The Director, Board of College and University Development, the Deputy Registrar (Eligibility and Migration Section), the Director of Students Welfare, the Executive Secretary to the Vice-Chancellor, the Pro- Vice-Chancellor, the Registrar and the Assistant Registrar, Administrative sub-center, Ratnagiri for information.

The Controller of Examinations (10 copies), the Finance and Accounts Officer (2 copies), Record Section (5 copies), Publications Section (5 copies), the Deputy Registrar, Enrolment, Eligibility and Migration Section (3 copies), the Deputy Registrar, Statistical Unit (2 copies), the Deputy Registrar (Accounts Section), Vidyanagari (2 copies), the Deputy Registrar, Affiliation Section (2 copies), the Professor-cum- Director, Institute of Distance Education, (10 copies) the Director University Computer Center (IDE Building), Vidyanagari, (2 copies) the Deputy Registrar (Special Cell), the Deputy Registrar, (PRO) the Assistant Registrar, Academic Authorities Unit (2 copies) and the Assistant Registrar, Executive Authorities Unit (2 copies). They are requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to in the above circular and that on separate Action Taken Report will be sent in this connection. the Assistant Registrar Constituent Colleges Unit

UNIVERSITY OF MUMBAI



Ordinances, Regulations
Scheme of Examination
and Syllabus
for the
B.Sc.
Maritime Hospitality Studies

(Introduced from the academic year 2008-2009)

P R E A M B L E

The Hospitality industry is one of the fastest growing industries the world over and our Country is no exception. The "Incredible India" campaign that was launched bears ample testimony to the new thrust line in this segment. The Cruise line segment too is fast emerging as a niche industry waiting to be exploited.

In 1973, under COMET committee (Committee for Maritime Education & Training); the first training programme for Catering students was introduced for those students desirous of working onboard a ship. The course was approved by Director General of Shipping. This course was a small duration course of three to six months named as Bhandari, subsequently this course was renamed as Saloon Ratings and currently it is named as Certificate Course in Maritime Catering (CCMC).

Over the past few years many Shipping Companies desirous of employing students with a higher level of qualification turned to regular Catering & Hotel Management Colleges, however as the maritime legislation did not allow such direct recruitment, it was mandatory for the students to undergo Standards of Training Certification and Watch keeping (STCW) and an Orientation Course as per D. G. guidelines before they could get employment on Merchant vessels. Thus getting students from this sector was difficult as it involved expenditure of additional time and finance. Besides, the company feedback on regular Hotel Management students who found employment on merchant vessels was not encouraging as they did not have right attitude and were unprepared for the challenges of a sea career.

This is where the Degree in Maritime Hospitality Studies is distinctly different from other regular catering courses. The students are familiarized and geared from day one to meet the challenges of working on high seas; under simulated conditions, and also fulfill all the IMO regulations required for employment on board. The students undergo STCW 95 courses covered in the curriculum.

These STCW 95 courses make them eligible to get Continuous Discharge Certificate (CDC) from Director General of Shipping (D. G. Shipping) provided a candidate fulfill other criteria such as age, physical fitness and eye sight which is mandatory document for any stream to sail in a merchant vessel.

ORDINANCES & REGULATIONS RELATING TO B.Sc. MARITIME HOSPITALITY STUDIES

05759 TITLE OF THE COURSE

THE COURSE SHALL BE TERMED **B.Sc. MARITIME HOSPITALITY STUDIES.**

05760 STUDENTS ADMISSION ELIGIBILITY

12th Pass (HSC Standard with minimum 50% mark in English Subject (45% for backward class), total aggregate 50% mark). Students will be admitted in the order of merit.

R5575 DURATION OF COURSE

THREE YEARS FULL TIME

R5576 INTAKE CAPACITY

Total 40 Students.

20 students each Batch for practical.

R5577 TEACHING STAFF (QUALIFICATION & EXPERIENCE)

For F.Y. BSc. - Core Subject Faculty

Sr. No.	Paper	Faculty	Weekly Workload	Annual Work load	Qualification
1.	Maritime Studies - I	1 Part Time / Visiting	Theory - 3 Practical - 1	Th - 90 Pr - 30	Master Mariner Foreign Going, MEO Cl. II (Marine Engineering Officers, Class II)
2.	Food Production - I	1 Full time	Theory - 3 Practical - 8	Th - 90 Pr - 240	MHM / MTM / with Degree or Diploma in Hotel Management from a UGC recognised University or AICTE recognised Technical Institute
3.	Food & Beverage - I	1 Part Time / Visiting	Theory - 3 Practical - 3	Th - 90 Pr - 90	MHM / MTM / with Degree or Diploma in Hotel Management from a UGC recognised University or AICTE recognised Technical Institute
4.	Accommodation & Facility Management - I	1 Part Time / Visiting	Theory - 3 Practical - 3	Th - 90 Pr - 90	MHM / MTM / with Degree or Diploma in Hotel Management from a UGC recognised University or AICTE recognised Technical Institute
5.	Cost & Financial Management - I	Visiting	Theory - 2	Th - 60	M.Com / C.A. / ICWA or equivalent from a UGC recognised University or AICTE recognised Technical Institute

For S.Y. BSc. - Core Subject Faculty (Workload of F.Y. & S.Y. together)

Sr. No.	Paper	Faculty	Weekly Workload	Annual Work load	Qualification
1.	Maritime Studies – II	1 Full Time (for F.Y. & S.Y.)	Theory – 6 Practical - 3	Th – 180 Pr - 90	Master Mariner Foreign Going, MEO Cl. II (Marine Engineering Officers, Class II)
2.	Food Production – II	1 Full Time + 1 part time (for F.Y. & S.Y.)	Theory – 5 Practical- 15	Th – 150 Pr – 450	MHM / MTM / with Degree or Diploma in Hotel Management from a UGC recognised University or AICTE recognized Technical Institute
3.	Food & Beverage – II	1 Full Time (for F.Y. & S.Y.)	Theory – 5 Practical - 5	Th – 150 Pr – 150	MHM / MTM / with Degree or Diploma in Hotel Management from a UGC recognised University or AICTE recognized Technical Institute
4.	Accommodation & Facility Management – II	1 Part Time / Visiting (for F.Y. & S.Y.)	Theory – 5 Practical - 5	Th – 150 Pr – 150	MHM / MTM / with Degree or Diploma in Hotel Management from a UGC recognised University or AICTE recognized Technical Institute
5.	Cost & Financial Management – II	1 Part Time / Visiting (for F.Y. & S.Y.)	Theory – 4	Th – 120	M.Com / C.A. / ICWA or equivalent from a UGC recognized University or ACITE recognized Technical Institute

For T.Y. BSc. - Core Subject Faculty (Workload of F.Y., S.Y. & T.Y. together)

Sr. No.	Paper	Faculty	* Weekly Workload	Annual Work load	Qualification
1.	Maritime Studies – III	1 Full Time + 1 Visiting (for F.Y., S.Y. & T.Y.)	Theory – 9 Practical - 5	Th – 240 Pr - 130	Master Mariner Foreign Going, MEO Cl. II (Marine Engineering Officers, Class II)
2.	Food Production – III	3 Full Times (for F.Y., S.Y. & T.Y.)	Theory – 8 Practical- 21	Th – 210 Pr – 570	MHM / MTM / with Degree or Diploma in Hotel Management from a UGC recognised University or AICTE recognized Technical Institute
3.	Food & Beverage – III	1 Full Time + 1 Visiting (for F.Y., S.Y. & T.Y.)	Theory – 8	Th – 210	MHM / MTM / with Degree or Diploma in Hotel Management from a UGC recognised University or AICTE recognized Technical Institute

4.	Accommodation & Facility Management - III	1 Full Time + 1 Visiting (for F.Y., S.Y. & T.Y.)	Theory - 8	Th - 210	MHM / MTM / with Degree or Diploma in Hotel Management from a UGC recognized University or AICTE recognized Technical Institute
5.	Cost & Financial Management - III	1 Part Time / Visiting (for F.Y., S.Y. & T.Y.)	Theory - 7	Th - 180	M.Com / C.A. / ICWA or equivalent from a UGC recognized University or AICTE recognized Technical Institute

* Classes will be conduct for 20 weeks in T.Y. BSc and rest of period will be utilised for Industrial Training.

Allied Subjects (Visiting Faculties) FY B.Sc.

Food Safety & Sanitation
Nutrition and Food Science
Communication Skills

Allied Subjects (Visiting Faculties) SY B.Sc.

Bakery & Confectionary
Soft Skills
Information Technology Applications

Allied Subjects (Visiting Faculties) TY B.Sc.

Principles of Management
HRM
Strategic Management

Qualifications: Post Graduates in respective area of specialization or Graduation with 10 years Industrial experience

Training & Placement Officer (S.Y. & T.Y.)

Qualifications: MHM, MTM, MBA, Master Marine Foreign Going

Lab Attendant

FY BSc:

1 Lab attendant and 2 peon for Food Production, Food & Beverages and Accommodation & Facility Management laboratories
1 Lab attendant for seamanship laboratory

SY BSc: Cumulative Load of F.Y. & S.Y.

1 Lab attendant and 3 peon
(for extra load of Food Production & Bakery Practicals of S.Y. BSc)

1 Lab attendant for seamanship laboratory

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TY BSc: Cumulative Load of F.Y., S.Y. & T.Y.

- 1 Lab assistant
- 1 Lab attendant and 3 peon (for extra load of Food Production laboratory for T.Y. B.Sc.)
- 1 Lab attendant for seamanship laboratory

Qualifications:

Lab Assistant- 10th pass with minimum one year craftsmanship course in respective area with 3 years industry experience or Certificate Course in Maritime Catering / Saloon Rating certificate holder from any Directorate General of Shipping approved Institute with 18 months of sea experience.

Lab Attendant- 10th pass with minimum one year craftsmanship course in respective area or Certificate Course in Maritime Catering / Saloon Rating certificate / Deck Rating (for seamanship lab) certificate holder from any Directorate of General of Shipping approved Institute.

Peon - 10th pass

LIBRARY

The college / institution shall spend minimum Rs 1, 00,000 in the first year on purchase of books and journals as the initial investment on the library, thereafter the entire library fees collected from the students shall be invested on library as per university guidelines.

EQUIPMENTS

Annexure - I

REVISIT SCHEME OF EXAMINATION

Examination shall be conducted at the end of each term like other subjects under science faculty.

For First and Second Year

Examination will be conducted by college/ institute for first and second year. The college / institution shall carry out the evaluation for theory papers and practical examinations as per the scheme.

Theory examination shall be of 60 marks for each term and converted to 40 marks for final aggregate. There shall be one term end practical examination as per the teaching and examination scheme.

For Third Year

Third year final examinations will be conducted by the University of Mumbai. Theory & practical paper shall carry marks as per the scheme. The evaluation of the performance of the students in theory papers shall be on the basis of both internal assessment (20%) and final examination (80%). Internal evaluation shall be on the basis of term end examination. The final examination shall be held at the end of the year and shall be of 2½ hours duration.

The internal evaluation marks of students of the third year shall be sent to the university by the respective college / institution before commencement of the final theory examination.

The evaluation of projects in the third year shall be carried by the examiners appointed by the university inclusive of viva – voce examination. The project report and viva-voce examinations shall be assessed as per the scheme.

REVISION STANDARD OF PASSING**For F. Y. B.Sc.**

A candidate shall be placed in first class with distinction if he / she secure a minimum of 50% mark in each of the theory and practical paper separately and atleast 75% mark in aggregate.

A candidate shall be placed in first class if he/ she secure a minimum of 50% mark in each of the theory and practical paper separately and atleast 60% mark in aggregate.

A candidate shall be placed in second class if he / she secure a minimum of 40% mark in each of the theory and practical paper considered separately and atleast 50% mark in aggregate.

A candidate shall have to secure atleast 40% mark in each of the theory and practical papers to pass the examination.

A candidate who fails in more than two theories and one practical paper at the final examination of F.Y. B.Sc. shall not be allowed to keep the terms for the S.Y. B.Sc.

A candidate should keep a minimum of 75% attendance in each head of passing (theory and practical) to be eligible for appearing for examination.

A candidate shall clear his / her theory and practical papers in a maximum of three consecutive examinations conducted by the college.

For S. Y. B.Sc.

A candidate shall be placed in first class with distinction if he / she secure a minimum of 50% mark in each of the theory and practical paper separately and at least 75% mark in aggregate.

A candidate shall be placed in First class if he / she secure a minimum of 50% mark in each of the theory and practical paper considered separately and at least 60% mark in aggregate.

A candidate shall be placed in second class if he / she secure a minimum of 40% mark in each of the theory and practical paper considered separately and at least 50% mark in aggregate.

A candidate shall have to secure at least 40% mark in each of the theory and practical papers to pass the examination.

A candidate who fails in more than two theories and two practical papers at the final examination of S.Y. B.Sc. shall not be allowed to keep the terms for the T.Y. B.Sc.

A candidate should keep a minimum of 75% attendance in each head of passing (theory and practical) to be eligible for appearing for examination.

A candidate shall clear his / her theory and practical papers in a maximum of three consecutive examinations conducted by the college.

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For T. Y. B.Sc.

A candidate shall be placed in first class with distinction if he / she secure a minimum of 50% marks in each of the theory, practical and project paper separately and at least 75% mark in aggregate.

A candidate shall be placed in first class if he / she secure a minimum of 50% marks in each of the theory, practical and project separately and at least 60% in aggregate.

A candidate shall be placed in second class if he / she secure a minimum of 40% mark in each of the theory, practical and project paper considered separately and at least 50% marks in aggregate.

A candidate shall have to obtain a minimum of 40% mark in each theory, practical paper and minimum 50% mark in project paper and Industrial Training.

A candidate who fails in any particular theory, practical or project paper shall be allowed to reappear for that theory, practical or project paper. But in that case his / her internal evaluation marks shall be carried over and shall not be entitled to any class on passing.

A candidate who fails in more than two theories and one practical paper at the final examination of T.Y. B.Sc. shall not be allowed to keep the terms.

A candidate should keep a minimum of 75% attendance in each head of passing (theory, practical and project) to be eligible for appearing for examination.

A candidate shall clear his / her theory and practical papers in a maximum of three consecutive examinations conducted by the University.

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TEACHING AND EXAMINATION SCHEME FOR DEGREE COURSE.					
COURSE NAME : B.Sc. MARITIME HOSPITALITY STUDIES					
DURATION OF COURSE : THREE YEAR					
YEAR: FIRST YEAR					
FULL TIME / PART TIME: FULL TIME					
SR. NO.	CORE SUBJECTS	TEACHING SCHEME (for the year)		EXAMINATION SCHEME & MARKS	
		TH	PR	THEORY	PRACTICAL
1	Maritime Studies – Paper I (Ship, Shipping Industry and Safety)	90	30	80	60
2	Food Production – Paper I	90	240	80	80
3	Food & Beverages – Paper I (F&B Service)	90	90	80	60
4	Accommodation and Facility Management – Paper I (Cabin Service)	90	90	80	60
5	Cost and Financial Management – Paper I (Food Costing)	60	-	80	-
	ALLIED SUBJECTS				
6	Food Safety and Sanitation	60	-	80	-
7	Nutrition and Food Science	60	-	80	-
8	Communication Skills	60	-	80	-
Total		600	450	640	260
INSTITUTIONS HOURS PER WEEK : 35 HRS					
Marks (Subtotal – I) – 900					

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R--- The candidates shall be examined in the following subjects for first year examination in Maritime Hospitality Studies.

Objective:-

This subject exposes the students to Safety, Legislation and preventive maintenance onboard and mandatory STCW Courses.

		Theory 15 Hours	Practicals -
UNIT 1	Familiarization & Orientation		
	1.1 Ship		
	1.2 Shipboard Organization		
	1.3 Merchant Ship Types and their functions		
	1.4 Life on board		
	1.5 Parts of Ship		
	1.6 Terms defining position and direction of the ship		
	1.7 Terms defining movement of the ship		
	1.8 Draught, Load Line		
	1.9 Jetty, Berth, docks, slips, basins		
	1.10 Dry docks		
	1.11 Sea Measures		
	1.12 Functions of D. G. Shipping, MMD, SEO, Port Health, Customs, Immigration, Dock Safety		
	1.13 Signing on/off, offences against discipline		
	1.14 Official Log Book		
	1.15 Articles of Agreement		
	1.16 Personal documents		
UNIT 2	Personal Safety & Social Responsibilities & Personal Survival Technique	15 Hours	10 Hours
	2.1 Emergency procedures onboard		
	2.2 Pollution prevention		
	2.3 Safety Philosophy and Safe Working Practices		
	2.4 Safe Thinking and Accident Prevention Onboard		
	2.5 Communication Onboard		
	2.6 Interpersonal Relationship		
	2.7 Social Responsibilities		
	2.8 Introduction, Safety and Survival		
	2.9 Emergency Situations		
	2.10 Evacuation		
	2.11 Survival Craft and Rescue Boats		
	2.12 Personal Life Saving Appliances		
	2.13 Personal Life Saving Appliances (Demonstrations)		
	2.14 Survival at Sea		
	2.15 Emergency Radio Equipment		
	2.16 Helicopter Assistance		
	2.17 Survival Craft Drills *		
UNIT 3	Fire Prevention & Fire Fighting	15 Hours	10 Hours
	3.1 Introduction, Safety Principle		
	3.2 Theory of Fire		
	3.3 Fire Prevention		
	3.4 Fire Detection		
	3.5 Fixed Fire Extinguishing Systems		
	3.6 Fire Fighting Appliances & Equipment		
	3.7 Shipboard Fire Fighting Organisation		
	3.8 Fire Fighting Methods & Procedures		
	3.9 Fire Fighting Drills		

UNIT 4 Proficiency in Elementary First Aid

15Hours

- 4.1 General Principles
- 4.2 Body Structure & Functions
- 4.3 Positioning of Casualty
- 4.4 The Unconscious Casualty
- 4.5 Resuscitation
- 4.6 Bleeding
- 4.7 Management of Shock
- 4.8 Burns and Scalds and Accidents caused by Electricity
- 4.9 Rescue & Transport of Casualty
- 4.10 First Aid Practicals*

UNIT 5 Marine Safety

15 Hours

5.1 Safety Induction

5.2 Risk Assessment

- Main Elements of Risk Assessment
- Detailed Risk Assessment

5.3 Health Surveillance

- 3.1 Purpose
- 3.2 Application

5.4 Safety Committee

- Safety Officers & Representatives
- Safety Inspections
- Check list for Safety Officer's Inspection
- Accident Investigation & Records of accidents

5.5 Personal Protective Equipment

- Types of Equipment
- Face & Eye Protection
- Respiratory Protective Equipment
- Body Protection
- Protection against drowning

5.6 Means of access & Safety Signs

- Safe Movement
- Boarding Arrangements
- Entry into dangerous spaces
- 'Permit to work' System
- Safety Signs

5.7 Fire Precautions

- General
- Spontaneous Combustion
- Machinery spaces & galleys

5.8 Security onboard

- Stowaways
- Piracy
- General Precautions

5.9 Living onboard

- Health & Hygiene
- Working in hot climates
- Substances hazardous to health
- Cuts, burns & scalds

5.10 Safe Movement

- General
- Transit Areas
- Lighting
- Watertight doors
- Manual Handling Techniques
- Code of Hand Signals

5.11 Food Preparation & Handling

- Health & Hygiene
- Slips, falls & tripping hazards
- Catering equipment, care & handling
- Refrigerated rooms and stores

5.12 Maintenance

- General
- Air conditioners & Refrigeration Machinery
- Electrical Equipment
- Laundry Equipment

5.13 Hazardous Substances

- General
- Asbestos Dust
- Dangerous Goods
- Dry Cleaning Operations
- Safe use of pesticides

Standard Marine Navigational Vocabulary

15 Hours

- 6.1 Miscellaneous phrases
- 6.2 Internal communication
- 6.3 Cruise Ship Dictionary

Total	90 hrs.	30 hrs.
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Practical exercises to be carried out as required by Table A-VI/1.1, Table A-VI/1.2, Table A-VI/1.3
 the STCW Code 95 of International Maritime Organisation

There will be continuous assessment of skills being acquired through class work, practical and periodic assignments / project works / tests / orals etc.

Logbook journal to be submitted at the end of each term for assessment

Reference Books:-

- Practical knots and rope works, Blandford, Percy, W. Tab books Inc
- Safety and Survival at Sea, 1980, LEE, ECB & Others, New York, WW Norton and co.
- Model course crowd management, IMO, London
- Solas, 2001, Consolidated edition, Mumbai, Sterling Book House

Pattern of Question Paper:-
(First year B.Sc. Maritime Hospitality Studies)

Theory

First Term (Duration 2 hrs.)			Second Term (Duration 2 hrs.)		
Questions In Examination Paper	Units	Maximum Marks	Questions In Examination Paper	Units	Maximum Marks
Q - 1	1, 2, 3	15	Q - 1	4, 5, 6	15
Q - 2	1	15	Q - 2	4	15
Q - 3	2	15	Q - 3	5	15
Q - 4	3	15	Q - 4	6	15
Total		60	Total		60

- Marks obtained at the end of each term test shall be converted to out of 40 to the next integer for final calculation.
- Question no. 1 should be of short answer type questions having six sub questions (2 from each unit) of 3 marks each. Total 5 questions are to be attempted).
- Question 2, 3 & 4 should be from topics mentioned in the table total 3 sub questions to be attempted of 5 marks each out of the choice of 4 sub questions.

Conduct of Practical Examination

Maximum Marks 60

- Practical exams of 10 marks each to be conducted for –
 - Fire Prevention & Fire Fighting (FPFF)
 - Personal Survival Technique (PST)
 - Proficiency in Elementary First Aid (EFA)
 - Personal Safety and Social Responsibility (PSSR)
- A candidate shall be judged on the basis of his performance during drills and viva-voce.
- Journal (continuous assessment of practical throughout the year) – 10 marks.
- Viva-voce – 10 marks

Objectives:-

Marks 80
Contact Hours 90

The subject will develop basic awareness of the technical skills required in the food production department it also gives a comprehensive insight into the commodities required, their characteristics uses and handling procedures. This shall help students to produce the varieties of dishes suitable for the various occasions. This will also help develop the right attitude, good work habits, right cooking techniques, use of correct tools and equipments to prevent nutritional and material loss, wastage and damage.

UNIT 1 INTRODUCTION TO CULINARY PROFESSION

15 Hours

- 1.1 Historical Progression Leading to Modern Cookery
- 1.2 Organization of Classical and Modern Kitchen and Galley of onboard Ships
- 1.3 Responsibilities of Executive Chef in Restaurants Kitchen V/s onboard ship
- 1.4 Attributes of a culinary professional
- 1.5 Levels of Skills
- 1.6 Chef as a Business Executive
- 1.7 Interaction between service and preparation
- 1.8 Galley Organization Onboard Ships
- 1.9 Popular cuisines of the world- French, Chinese, Indian & Nouvelle.

CULINARY TERMS

Abats	Baste	Dum	Gravy	Poisson
A la	Batter	Demi	Garammasala	Puree
A la – Carte	Béchamel	Darne	Hors d'œuvres	Pasta
Appetiser	Bind	Egg Wash	Juliennes	Parboil
Aspic	Buerre	Emulsion	Kababs	Panch Poran
Au four	Biryani	Entrée	Liasion	Rogan
Au gratin	Canape	Entremet	Mirepoix	Ragout
Bain Marie	Carte Du Jour	Espagnole	Mise-en-place	Rechauffe
Blanc	Caramelize	Fillets	M.S.G	Reduce
Blanching	Concasse	Fricassee	Mousse	Salamander
Blend	Condiments	Fritters	Marinade	Supreme
Bouquet Garni	Consomme	Farinaceous	Menu	Shorba
Broil	Court Bouillon	Garnish	Manne	Yakhni
Baking	Croquettes	Gherkins	Macedoine	Zest
Barbecue	Croutons	Giblets	Maitre d'hotel	Zarda
Banquette	Cuisine	Glaze		

UNIT 2 BASIC ELEMENTARY KNOWLEDGE OF FOOD PRODUCTION

15 Hours

2.1 EQUIPMENTS**2.1.1 Large Equipments**

- | | |
|--------------------------------------|--------------------------------------|
| a) Stove | k) Butcher Block |
| b) Steamers | l) Storage Racks |
| c) Boiling Pan / Steam Jacket Kettle | m) Potato Peelers |
| d) Deep-fat fryers | n) Refrigerators and Walk-in Coolers |
| e) Hot Cupboard & Bain-marie | o) Food Mixer |
| f) Grills and Salamanders | p) Food Slicer and Chopper |
| g) Contact Grills | q) Hood and Exhaust Systems |
| h) Fry Plate / Griddle Plate | r) Oven |
| i) Sink | s) Tilting Pan |
| j) Table | t) Microwave |

- 2.1.2 Small Equipments
 - a) Knives
 - b) Other tools of the trade onboard a ship
 - c) Moulds and cutters used in Bakery
- 2.1.3 Maintenance and Safety of Equipments

2.2 COOKING METHODS

Boiling	Poaching	Steaming	Stewing
Braising	Roasting	Grilling	Baking
Frying	Broiling	Microwaving	

2.3 MISE-EN-PLACE

- 2.3.1 Pre preparation of ingredients (Methods)
- 2.3.2 Combining and Mixing In the preparation of Foods

2.4 TEXTURE

- 2.4.1 Appearance, Feel to touch, Softness, Mouth Feel
- 2.4.2 Various Textures
 - Firm and Close, Short and Crumbly, Light & Even, Spongy, Flaky, Smooth

2.5 PRINCIPLES OF USING RECIPES EFFECTIVELY

- 2.5.1 Importance of measuring accurately
- 2.5.2 Standardized Recipes
- 2.5.3 Converting volume measures to weight
- 2.5.4 Converting between US and Metric measurement Systems

UNIT 3. CHARACTERISTICS OF RAW MATERIALS

- 3.1 Salt and its uses
- 3.2 Secondary Seasoning Agents
- 3.3 Liquids
- 3.4 Fats and Oil
- 3.5 Raising or leavening agents
- 3.6 Thickening and Binding Agents
- 3.7 Flavoring
- 3.8 Egg
- 3.9 Milk and Milk Products
- 3.10 Convenience food its use in galley operation

UNIT 4 MEAT, POULTRY AND GAME

- 4.1 Factors that give meat good quality
- 4.2 Cooking Methods
- 4.3 How to judge quality of
 - a) Beef b) Lamb c) Pork
- 4.4 Cuts of Meat (Diagrams with Common Parts and Cuts)
 - a) Cuts of Lamb b) Cuts of Pork C) Cuts of Beef
- 4.5 Types of birds included in poultry
- 4.6 Criteria for choosing bird
- 4.7 Popular cuts of poultry
- 4.8 Trussing a poultry

- 4.9 Definition of games
 4.10 Hanging games
 4.11 Various types of games and preparation method

FISH COOKERY

15 Hours

UNIT 5.

- 5.1 Common Classification of Fish
 i) White Fish (Round) ii) Lean Fish (Flat) iii) Oily Fish iv) Shell Fish
 How to choose a Fish
 5.2 Cooking Methods
 5.3 Common cuts of Fish:- Fillet, Paupiette, Supreme, Meuniere, Darné, Steak
 5.4

15 Hours

UNIT 6**FRUITS**

- 6.1.1 Classification of Fruits
 6.1.1 Selection and Handling of Fruits
 6.1.2 Preparation of Fruits
 6.1.3 Fruit as a primary culinary preparation
 6.1.4 Few international standards of inspection, selection & grading of fruits
 6.1.5 Availability & storage
 6.1.6 CEREALS & PULSES
 6.2 Introduction to Rice, Corn, Oats, Soya and Soya products.
 6.2.1 Sprouts - Definition, Methods of Preparation and its uses
 6.2.2

FOOD PRODUCTION - I (PRACTICAL)

Marks 80

25 sets of menus / activities are to be done during the academic year. It is compulsory for each student to attend at least 19 menus / activity during the session.

- | | |
|-------------------|---|
| ACTIVITY 1 | IDENTIFICATION OF RAW MATERIAL |
| ACTIVITY 2 | IDENTIFICATION OF FISH, POULTRY, MEATS AND THEIR FABRICATION |
| ACTIVITY 3 | MISE-EN-PLACE AND CUTS OF VEGETABLE |
| ACTIVITY 4 | SALADS AND DRESSINGS
a) Waldroff Salad
b) Coleslaw Salad
c) Tossed Salad
d) Salad Nicoise
e) Mayonnaise Dressing
f) French Dressing
g) English Dressing |
| ACTIVITY 5 | a) Kachumber Salad
b) Chicken Curry
c) Aloo Gobi Dry
d) Rajma Rasedar
e) Dal Tadka
f) Plain Rice
g) Chappathi
h) Rice Kheer |

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ACTIVITY 6

- a) Plain Butter Milk
- b) Aloo Chat
- c) Mutton Rogan Josh
- d) Baigan Bharta
- e) Veg Kofta in Palak Gravy
- f) Jeera Pulao
- g) Dal Makhani
- h) Sheera

ACTIVITY 7

- a) Sweet Lassi
- b) Fish Amritsari
- c) Beans Foogath
- d) Shabnam Curry
- e) Plain Paratha
- f) Vegetable Pulao
- g) Carrot Halwa
- h) Readymade Tea

ACTIVITY 8

- a) Plain Dosa
- b) Idli
- c) Medu Vada
- d) Sambar
- e) Coconut Chatni
- f) Dahi Bhalla
- g) Khandvi
- h) Assorted Pakoda

ACTIVITY 9

- a) Cream of Tomato Soup
- b) Roast Chicken with Red wine sauce
- c) Vegetable Au-gratin
- d) Roast Potato
- e) Herbs Rice
- f) Bread Butter Pudding
- g) Café Royal

ACTIVITY 10

- a) Green Salad
- b) Lentil Soup
- c) Irish Stew
- d) Sautéed Vegetable
- e) Creamed Mushroom
- f) Boiled Rice
- g) Swiss Roll with custard sauce
- h) Coffee

ACTIVITY 11

- a) Consommé Julienne
- b) Roast leg of Lamb with Mint Sauce
- c) Braised Cabbage
- d) Jacket Potato
- e) Creme Caramel
- f) Irish Coffee

ACTIVITY 12

- a) Gazpacho Soup
- b) Fish Meuniere with Lemon Butter Sauce
- c) Fried Fish with Tarter Sauce

- d) Parsley Potato
- e) Creamed Spinach
- f) French Fries
- g) Chocolate Mousse
- h) Lemon Tea

ACTIVITY 13

- a) Vegetable Stock
- b) White Stock
 - Chicken Stock
 - Fish Stock
- c) Brown Stock
 - Beef stock / Veal stock
 - Mutton stock

ACTIVITY 14

- a) Mother Sauces
 - White or Béchamel Sauce
 - Brown or Espagnole Sauce
 - Veloute Sauce
 - Tomato Sauce
 - Hollandaise Sauce
 - Mayonnaise Sauce

ACTIVITY 15

- a) Clam Chowder
- b) Grilled Fish Granobolise
- c) Chicken Maryland
- d) Steamed Asparagus
- e) Grilled Vegetable
- f) Fruit Custard
- g) Banana Fritters
- h) Black Tea

ACTIVITY 16

- a) Vanilla Milk Shake
- b) Omelette
- c) Fried Eggs
- d) Potato Cake
- e) Vegetable Cutlets
- f) Hash Brown Potato
- g) Chicken Burger

ACTIVITY 17

- a) Egg Bhurjee
- b) Puri Bhaji
- c) Upama
- d) Aloo Paratha
- e) Misal Pav
- f) Mysore Bonda
- g) Madras Coffee

ACTIVITY 18

- a) Tandoori Chicken
- b) Tandoori Roti
- c) Green Chatni
- d) Egg Curry
- e) Usal
- f) Kadi Pakoda
- g) Lemon Rice

- | | |
|-------------|--|
| | h) Chana Dal Payasam |
| ACTIVITY 19 | <ul style="list-style-type: none"> a) Cream of Cucumber Soup b) Hungarian Goulash c) Poulet Sauté Chasseur d) Ratatouille e) Veg Pilaf f) Bread Rolls g) Honey comb mould |
| ACTIVITY 20 | <ul style="list-style-type: none"> a) Scotch Broth b) Shepherd Pie c) Vegetable Stew d) Herbs Rice e) Bread Rolls f) Coffee Mousse |
| ACTIVITY 21 | <ul style="list-style-type: none"> a) Cream of Dubarry b) Poulet Sauté Portuguese c) Baked Marconi d) Corn and Spinach Au-gratin e) Bread Rolls f) Queen of Pudding |
| ACTIVITY 22 | <ul style="list-style-type: none"> a) Cream of Celery Soup b) Fish Mornay c) Aubergine Provencal d) Garlic Spaghetti e) Elbert Pudding |
| ACTIVITY 23 | <ul style="list-style-type: none"> a) Chicken Chowder b) Meat balls in BBQ Sauce c) Corn and green Pepper Fritters d) Steam Rice e) Bread Rolls f) Ginger Puddings |
| ACTIVITY 24 | <ul style="list-style-type: none"> a) Tomato Okra Soup b) Poulet Sauté Forestiere c) Vegetable Pie d) Spaghetti Napolitana e) Bread Rolls f) Pancake with Coconut Filling |
| ACTIVITY 25 | <ul style="list-style-type: none"> a) Cream Mushroom Soup b) Chicken Ala King c) Lentil Risssoles d) Cheese and Corn Soufflés e) Herbs Rice f) Pineapple Mousse |

*NOTE: there will be continuous assessment of skills being acquired through class work, practical & periodic assignments / project works / tests / orals etc.

*At least 19 experiments to be undertaken by each student

*Laboratory Journal to be submitted at the end of each term for assessment

Reference Books:-

- Modern Cookery for Teaching and Trade, Thangam E. Philip, 4th Vol., 1996, Orient Longman Ltd., Mumbai.
- Theory of Cookery, Krishna Arora, 2nd, 1992, Frank Bros & Co. Ltd, 4675, Darya Ganj, New Delhi - 2
- Understanding Cooking, Lundburge & Kotschevar, Wayne Gisselen
- Professional Cooking, 4th, 1992, John Wiley & Sons 605, 3rd Avenue, N. Y.
- Theory of Catering, Kinton Ceserani, 7th, 1996, Hodder & Stoughton Educational, 338, Euston Road, London
- Food Commodities, Bernard Davis, 4th, 1998, William Heinmen Ltd. 15, Queens Street, May Fair, London
- Basic Cookery The Process Approach, Daniel R. Stevenson, 5th, 1997 Stanley Thornes Ltd., Old Station Drive, England.
- Kitchen a float galley management & meal preparation, Joy Smith, 2002, Warsash Nautical Books 6, Dibles Road, Warsash, Sonthampton 5031, 9 H2, UK
- Cruising Cuisine, Kay Pastorius, 1997, Warsash Nautical Books 6, Dibles Road, Warsash, Sonthampton 5031, 9 H2, UK
- The care & feeding of sailing crew, Lin Pardey with Larry Pardey, 1995, Warsash Nautical Books 6, Dibles Road, Warsash, Sonthampton 5031, 9 H2, UK

Pattern of Question Paper:-

1st year B.Sc. Maritime Hospitality Studies)

Theory

First Term (Duration 2 hrs.)			Second Term (Duration 2 hrs.)		
Questions in Examination Paper	Units	Maximum Marks	Questions in Examination Paper	Units	Maximum Marks
Q - 1	1, 2, 3	15	Q - 1	4, 5, 6	15
Q - 2	1	15	Q - 2	4	15
Q - 3	2	15	Q - 3	5	15
Q - 4	3	15	Q - 4	6	15
Total		60	Total		60

Marks obtained at the end of each term test shall be converted to out of 40 to the next integer for final calculation.

Question no. 1 should be of short answer type questions having six sub questions (2 from each unit) of 3 marks each. Total 5 questions are to be attempted).

Question 2, 3 & 4 should be from topics mentioned in the table total 3 sub questions to be attempted of 5 marks each out of the choice of 4 sub questions.

Conduct of Practical Examination

Maximum Marks 80

- Candidate will be given a menu comprising of 4 dishes.
- Indent sheet and plan of work sheet to be filled by the candidate of the menu he gets.
- He / she supposed to collect indents, prepare and present the dishes in the menu within stipulated time.
- Cleaning and securing equipments and working area is also to be done within stipulated time.
- Assessment will be done as follows -

Journal	Indent Sheet & plan of work	Colours	Consistency	Taste	Texture	Viva-voce	Personal Grooming, Cleaning & Security
10	10	10	10	10	10	10	10

Objectives:-

This subject will introduce the students to laying of covers and basic technique of Food and Beverage Service and to develop a comprehensive knowledge & understanding of Food & Beverage Service in the Hospitality & Catering industry. It also aims to enable the students to acquire professional competence for Food & Beverage Service & its related activities. Part of the training would be under simulated environment.

UNIT 1 INTRODUCTION TO F & B SERVICES ASHORE & ONBOARD 15 Hours

- 1.1.1 Origin of Hospitality Industry
- 1.1.2 Sectors in F & B Services
- 1.1.3 Service Equipments
- 1.2 **HISTORY OF SAILING**
- 1.2.1 About Hospitality Industry
- 1.2.2 Difference in Saloon Service on Merchant Vessels, Passenger Ships and Cruise Liners
- 1.2.3 Brief description of Hotel and Catering Industry
- 1.2.4 Type of F & B Service found on Cruise Ships
- 1.2.5 Basic Difference in layout of Shore Based Restaurant and Dining Hall of a Cruise Ship

UNIT 2 INTRODUCTION TO F & B DEPARTMENT 15 Hours

- 2.1 Staff organization of F & B Department
- Brief description of Space and Time as most valuable commodity onboard and its effect on F&B Service
- Attributes of F & B Staff
- Etiquettes of F & B Staff

2.2 RESTAURANT AND ITS EQUIPMENTS

- 22.1 Furniture
- 22.2 Difference in Furniture designs in Ships Saloon
- 22.3 Glassware, Chinaware, Hollow ware, cutlery
- 22.4 Side Board (Dummy Waiter)
- 22.5 Automatic Vending Machines
- 22.6 Buffet Equipments

2.3 AUXILIARY AREAS OF F&B DEPARTMENTS AND THEIR IMPORTANCE

- 23.1 Pantry/ Still Room and activities
- 23.2 Stores
- 23.3 Linen Room
- 23.4 Kitchen Stewarding
- 23.5 Silver Room
- 23.6 Inter Departmental coordination

UNIT 3 F & B SERVICE PROCEDURES

- 3.1 **RESTAURANT SETUP PRIOR TO SERVICE 15 Hours**
- 3.1.1 Mise-en-place
- 3.1.2 Mise-en-scene

3.2 TABLE SERVICE

- 3.2.1 The Cover
- 3.2.2 Taking an Order, serving & clearance
- 3.2.3 Preparing check

3.3 SEQUENCE OF SERVICE

- 3.3.1 Silver Service
- 3.3.2 English Service
- 3.3.3 American Service
- 3.3.4 Russian Service
- 3.3.5 Buffet Service
- 3.3.6 Room Service

3.4 DINING HALL (SALOON SERVICE) – ONBOARD SHIPS .

- 3.4.1 Difference between meal service on Merchant Vessels and Cruise Ships
- 3.4.2 A la carte Restaurant Onboard
- 3.4.3 Cabin Service Menu
- 3.4.4 Port Time Lunch Buffet
- 3.4.5 Mid Night Buffet
- 3.4.6 Gala Buffet and Entertainment
- 3.4.7 Lido Deck (Pantry Fast Food) Service
- 3.4.8 Precautions during rough weather

UNIT 4 BREAKFAST & NON-ALCOHOLIC BEVERAGES

- 4.1 Definition and Types – English, Continental, American, North Indian, South Indian
- 4.2 STIMULATING BEVERAGES
- 4.2.1 Tea (Common types) – Ready Made, Pot, Masala & Chinese
- 4.2.2 Preparation and Service of Tea
- 4.2.3 Coffee (Common types) – Espresso, Instant Coffee, Filter coffee, De-caffeinated
- 4.2.4 Preparation and Service of Coffee
- 4.2.5 High Tea and its Services

UNIT 5 CONTROL SYSTEMS

- 5.1 Kitchen Order Ticket (KOT)
- 5.2 Bar Order Ticket (BOT)

METHODS OF BILLING AND PAYMENTS

- 5.3 Difference Modes of Payments – Cash, Credit/ Debit Card, Traveler's Cheques, International Currencies
- 5.4 Club Memberships and Corporate Clients
- 5.5 CRS and Plan Guest

UNIT 6 MENU

- 6.1 History of Menu
- 6.2 A la carte
- 6.3 Table d'hôte
- 6.4 Menu Schedules
 - a) Fixed Menu

- b) Cyclic Menu
- Types of Menu
- 6.5 a) Specialty Menu
- b) Therapeutic Menu
- Courses in French Classical Menu
- 6.6 MENU PLANNING
- Factors Influencing Menu Planning
- 6.7 Selecting Menu Items
- 6.8 Common Menu compiling Mistakes
- 6.9 Evaluating Menu
- 6.10

FOOD & BEVERAGE SERVICE PAPER - I (PRACTICAL) (F & B SERVICE)

Marks 60

Total 25 practical are to be carried out from the first academic year, out of which 19 are compulsory for each student to attend.

1. Identification of Cutlery and Crockery
2. Identification of Glass Hollowware
3. Identification of special F&B equipments
4. Special cleaning of F&B equipments
5. Practicals of Napkin Folding
6. Laying & Relaying of Table Cloth
7. Receiving Guest
8. Practice of Water Service
- 9, 10, 11. Practice of Laying 3, 4 & 5 Covers
12. Course Covers & Clearing
- 13 to 17. Practice of Food Service (Minimum 4 menus)
18. Menu Compiling
19. Practice Laying of Covers for the Compiled Menu
20. Breakfast
21. Room Service
22. Bar Service

23. Restaurant
24. Tea / Coffee Service
25. High Tea Service

*NOTE: there will be continuous assessment of skills being acquired through class work, practical & periodic assignments / project works / tests / orals etc.

*At least 19 experiments to be undertaken by each student

*Laboratory Journal to be submitted at the end of each term for assessment

Reference Books:-

1. **Food & Beverage Service**, Sudhir Andrews, Tata McGraw Hill Publications, New Delhi.
2. **Professional Food & Beverage Service Management**, Brian Varghese
3. **Food and Beverage Service**, Dennis Lillicrap, John Cousins Robert Smith, Fifth, 1998, Hodder and Stoughton Educational, 338 Euston Road, London
4. **The International Guide to Drinks**, United Kingdom Bartenders' Guild, 1994, Vermilion, Random House, 20 Vauxhall Bridge road, London SW 1V2SA

Pattern of Question Paper:-

(First year B.Sc. Maritime Hospitality Studies)

Theory

First Term (Duration 2 hrs.)			Second Term (Duration 2 hrs.)		
Questions in Examination Paper	Units	Maximum Marks	Questions in Examination Paper	Units	Maximum Marks
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Q - 2	1	15	Q - 2	4	15
Q - 3	2	15	Q - 3	5	15
Q - 4	3	15	Q - 4	6	15
Total		60	Total		60

- Marks obtained at the end of each term test shall be converted to out of 40 to the next integer for final calculation.
- Question no. 1 should be of short answer type questions having six sub questions (2 from each of 3 marks each. Total 5 questions are to be attempted).
- Question 2, 3 & 4 should be from topics mentioned in the table total 3 sub questions to be attempted of 5 marks each out of the choice of 4 sub questions.

Conduct of Practical Examination

Maximum Marks 60

Duration 2 hrs.

- A candidate will be given a menu to compile and lay table for it.
- Assessment will be done as follows

Journal	Grooming	Identification of cutlery, crockery, glass ware and hollow ware	Menu Planning	Cover laying	Viva-voce
10	10	10	10	10	10

Objectives:-

This subject aims to establish the importance of House Keeping and its role in the hospitality industry. It also prepares the student to acquire basic knowledge and skills necessary for different tasks of house keeping.

- | | | |
|---------------|---|-----------------|
| UNIT 1 | INTRODUCTION TO ACCOMMODATION & FACILITY MANAGEMENT | 15 Hours |
| 1.1 | ROLE OF ACCOMMODATION AND FACILITY MANAGEMENT IN HOSPITALITY INDUSTRY | |
| 1.2 | ORGANISATION CHART OF ACCOMMODATION MANAGEMENT | |
| | 1.2.1 Hierarchy in small, medium, large and chain hotels | |
| | 1.2.2 Personality traits of Accommodation Management personnel | |
| | 1.2.3 Duties and responsibilities | |
| | 1.2.4 Accommodation Management in Cruise Industry | |
| 1.3 | CLEANING ORGANISATION | |
| | 1.3.1 Cleaning operations onboard a ship | |
| | 1.3.2 Classification of cleaning Agents, its selection, use, care and storage | |
| | 1.3.3 Principles of cleaning and its organizing | |
| | 1.3.4 Safety to be considered while cleaning | |
| | 1.3.5 Cleaning schedules and checks | |
| | 1.3.6 Use and care of cleaning equipment | |
| UNIT 2 | PEST CONTROL | 15 Hours |
| | 2.1 Integrated Pest Control Management (IPM) Preventive and Control measures | |
| | 2.2 Pest Control Contractors and their role | |
| | 2.3 Deratting Certification | |
| | 2.4 Cockroaches different species infestation and control | |
| | 2.5 Good House Keeping | |
| | 2.6 IMO recommendations on the safe use of pesticides on board | |
| UNIT 3 | CABIN / PUBLIC AREA CLEANING | 15 Hours |
| | 3.1 Procedure for cabin cleaning | |
| | 3.2 Cleaning of Public areas, alleyways, gangways, deck | |
| | 3.3 Cleaning schedule, special care of front of the house area, high traffic areas, façade cleaning | |
| UNIT 4 | MANAGING MAINTENANCE | 15 Hours |
| | 4.1 Types of maintenance | |
| | 4.2 State goals of maintenance management system | |
| | 4.3 Identify and explain the function of several important forms and documents typically used in maintenance management | |
| | 4.4 Describe the role played by maintenance. Schedules and detailed instructions in a preventive maintenance programme | |
| | 4.5 Maintenance emergencies | |
| | 4.6 Describe the factors to consider when hiring contract maintenance service | |

UNIT 5 FOODPRODUCTION AREA- INTRODUCTION, LAYOUT & DESIGN**5.1 KITCHEN**

- 5.1.1 Equipment requirement for commercial kitchen versus cruise galley
- 5.1.2 List and identify large equipment, medium equipments and small equipments
- 5.1.3 Describe other equipments and utensils
- 5.1.4 Planning of wet working areas
- 5.1.5 Planning of pot wash, wet grinding, chef room, larder store and other staff facilities
- 5.1.6 Describe dish washing machines and garbage disposal
- 5.1.7 Kitchen equipment maintenance

5.2 LAYOUT / DESIGN

- 5.2.1 Principles of kitchen layout and design
- 5.2.2 Factor that affect kitchen design
- 5.2.3 Exercise on working out different kitchen layout and design based on the data provided
- 5.2.4 Budgeting of kitchen equipment
- 5.2.5 Kitchen equipment, manufacturer and selection
- 5.2.6 Planning for physically challenged

UNIT 6 COORDINATION WITH FRONT OFFICE AND RECORDS MAINTENANCE

- 6.1 Room stations and room discrepancy
- 6.2 VIP classification
- 6.3 Key controls in Housekeeping
- 6.4 Incident report, lost and found procedure and scanty baggage report

Reference Books:-

1. **Facilities Management**, Trevor Payne, Chandos Publishing (Oxford)
2. **Facilities Management And Maintenance**, Quah, McGraw-Hill ISE
3. **Facilities Management and the Business of Space**, Wes McGregor, Danny Shiem-Shin Then, Architects Publishers
4. **Facilities Management in Networked Organisations**, Bob Grimshaw, Blackwell Publishers
5. **Facility Management: Risks and Opportunities**, Bev Nutt, Peter McLennan
6. **Facility, Location, and Land Use**, Chan, Taylor & Francis Group

ACCOMMODATION & FACILITY MANAGEMENT PAPER I – PRACTICALS (CABIN SERVICE)

Total 14 practical, out of which 11 are compulsory.

1	Glass Pane Cleaning	8 Hours
2	Polishing of Silver,	8 Hours
3	Brass	8 Hours
4	Cleaning of Public area	8 Hours
5	Offices	8 Hours
6	Bed Making	8 Hours
7	Stain Removal	6 Hours

8	Laundry	6 Hours
9	Management of Linen and Uniform onboard ships	4 Hours
10	Polishing different surfaces	6 Hours
11	Daily Cleaning	6 Hours
12	Weekly Cleaning	4 Hours
13	Spring Cleaning	6 Hours
14	Flower arrangements	4 Hours

*NOTE: there will be continuous assessment of skills being acquired through class work, practical & periodic assignments / project works / tests / orals etc.

*At least 11 experiments to be undertaken by each student

*Laboratory Journal to be submitted at the end of each term for assessment

Reference Books:-

1. Hotel Housekeeping Training Manual, Sudhir Andrews, Tata Mc Graw Hill Publications
2. Professional Management of Housekeeping operations, Robert J. Martin, Jhon Weily & Sons 605,3rd Avenue, N.Y.
3. Fibres and Fabrics, Brenda Piper, Long Man Group Publications
4. Hotel, Hostel and Hospital Housekeeping, Joan C Branson & Margaret Lennox, Edverd Arnold Publications
5. Modern Household Science, Eva Mling, Allman Publications

Pattern of Question Paper:-

(First year B.Sc. Maritime Hospitality Studies)

Theory

First Term (Duration 2 hrs.)			Second Term (Duration 2 hrs.)		
Questions in Examination Paper	Units	Maximum Marks	Questions in Examination Paper	Units	Maximum Marks
Q - 1	1, 2,3	15	Q - 1	4,5,6	15
Q - 2	1	15	Q - 2	4	15
Q - 3	2	15	Q - 3	5	15
Q - 4	3	15	Q - 4	6	15
Total		60	Total		60

Marks obtained at the end of each term test shall be converted to out of 40 to the next integer for final calculation.

Question no. 1 should be of short answer type questions having six sub questions (2 from each unit) of 3 marks each. Total 5 questions are to be attempted).

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- Question 2, 3 & 4 should be from topics mentioned in the table total 3 sub questions attempted of 5 marks each out of the choice of 4 sub questions.

Conduct of Practical Examination

Maximum Marks 60

Duration 2 hrs.

- A candidate will be given a 2 activities bed making and polishing or special cleaning surface or area
- Assessment will be done as follows

Journal	Grooming	Work sheet	Activity One:	Activity Two	Viva-voce
10	10	10	10	10	10

Objectives:-

To cost and price food items, dishes and menus also this subject will help them to have a greater understanding of the importance of accurate food costing and pricing, portion control and yield and the effects these components have on the Profit and Loss.

UNIT 1	MANAGEMENT	15 Hours
1.1	Management objectives	
1.2	Definition	
1.3	Management Process	
1.4	Management resources men, money, material, methods and machinery	
1.5	Marketing and time capital investment – return on investment	
1.6	Budgets:- Definition and advantages	
UNIT 2	ELEMENTS OF COSTS	15 Hours
2.1	Cost analysis – food cost labour cost	
2.2	Overhead cost elements	
2.3	Control of labour cost and over head cost	
UNIT 3	PURCHASE CONTROL	15 Hours
3.1	Qualities & qualifications required of a Purchase manager	
3.2	Duties of purchase manager	
3.3	Objectives of purchasing	
3.4	Purchasing procedures	
3.5	Selecting best suppliers	
3.6	Methods of purchasing	
3.7	Tender buying tender analysis	
3.8	ABC analysis	
3.9	Yield testing, yield calculations & yield percentages	
3.10	Centralized & decentralized purchasing	
3.11	Purchase requisition & purchase order	
UNIT 4	STORES CONTROL	15 Hours
4.1	Objectives of store keeping	
4.2	Location, size & layout	
4.3	Organizing stores & equipments	
4.4	Importance of store keeping	
4.5	Methods of store keeping classification of material	
4.6	Method of receiving	
4.7	Quantity control & Stock control	
4.8	Delivery challans	
4.9	Cross checking with purchase orders	
4.10	Bins card/ Meat tags	
4.11	Computerized records	

- 4.12 Minimum stock, maximum stock & reorder level
- 4.13 Methods of stock valuation
- 4.14 Continuous / perpetual stock taking
- 4.15 Annual stock taking
- 4.16 Causes of difference in book stock & physical stock
- 4.17 Avoidable & unavoidable causes of food spoilage
- 4.18 Daily / Monthly stock consumption

UNIT 5 PRODUCTION CONTROL

- 5.1 Stores issues
- 5.2 opening balances of raw material / Left over & material in process
- 5.3 Production planning
- 5.4 Pricing menu card
- 5.5 Menu changes, menu engineering
- 5.6 Daily material consumption record
- 5.7 consumption records
- 5.8 Consumption analysis

UNIT 6 COSTING, COST DYNAMICS & COST CONTROL

- 6.1.1 Daily food cost / gross profit with percentage & control.
- 6.1.2 Standard portion size
- 6.1.3 Standard beverage cost
- 6.1.4 Food cost percentage
- 6.1.5 Seat turnover ratio
- 6.1.6 Average check
- 6.1.7 Sales per menu
- 6.1.8 Gross profit method of pricing
- 6.1.9 Importance of pricing
- 6.1.10 Methods of pricing concept
- 6.1.11 Calculating kitchen profit
- 6.2.1 Variable cost
- 6.2.2 Semi variable cost
- 6.2.3 Fixed cost
- 6.2.4 Break even - point
- 6.2.5 Concept of contribution
- 6.2.6 Break - even - chart profit volume graph - p/v ration - calculations
- 6.3.1 Objectives
- 6.3.2 Prevention of cost
- 6.3.3 Establishing standards
- 6.3.4 Preventing waste

Reference Books:-

1. Budgeting, costing and controls, Ozi D'cunha & Gleson D'cunha, 2001, Dicky's enterprise
2. Food & Beverage Management, Sally Stone & Richard Kotas, 1998 & 1994
3. Accuracy in Food Costing and Purchasing, Francis T. Lynch, Amazon.com
4. Principles of Food, Beverage, and Labor Cost Controls, Paul R. Dittmer and J. Desmond Keefe, amazon.com

Pattern of Question Paper:-

(First year B.Sc. Maritime Hospitality Studies)

Theory

First Term (Duration 2 hrs.)			Second Term (Duration 2 hrs.)		
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Total		60	Total		60

- Marks obtained at the end of each term test shall be converted to out of 40 to the next integer for final calculation.
- Question no. 1 should be of short answer type questions having six sub questions (2 from each unit) of 3 marks each. Total 5 questions are to be attempted).
- Question 2, 3 & 4 should be from topics mentioned in the table total 3 sub questions to be attempted of 5 marks each out of the choice of 4 sub questions.

Objectives:-

This subject meets the basic competency standards required for Food Safety on board. The subject covers food safety legislation and their role and responsibilities under a Food Safety Program. It covers the basic skills and knowledge required to implement food safety procedures and to fill required records. Students will learn about the risks involved in food storage, preparation and handling, displaying, service and transportation, with a detailed look at micro organism, contamination and adulteration. Learn how to reduce risk through personal hygiene, cleaning and sanitation, temperature control and safe handling procedures. The course covers in detail HACCP (Hazard Analysis, Critical Control Points) system, vessel sanitation and USPH guidelines in detail.

UNIT 1 MICRO ORGANISMS & TEMPERATURE CONTROL

- 1.1.1 Classification of microbes
- 1.1.2 Factors favourable for growth of Micro Organisms
- 1.1.3 Harmful Effects of Micro Organism
- 1.1.4 Various food poisoning Source, Signs, Symptoms and Prevention
- 1.2 TEMPERATURE CONTROL
- 1.2.1 Safe Temperature
- 1.2.2 Compliance with the temperature control regulations
- 1.2.3 Good practice for effective control of food temperature
- 1.2.4 Temperature measuring equipments
- 1.2.5 Big Thaw – Safe Practices
- 1.2.6 General Freezing requirements for Meat, Poultry Fish and Frozen Vegetables
- 1.2.7 Rules for Rechauffe

UNIT 2 PEST CONTROL

- 2.1 Onboard Legislations
- 2.2 Integrated Pest Management (IPM)
- 2.3 Good Housekeeping
- 2.4 Control Measures
- 2.5 Pest Control Contractors

UNIT 3 LEGAL REQUIREMENTS, GUIDE TO COMPLIANCE & ADVICE ON GOOD PRACTICE BY SHIPPING INDUSTRY CATERER (RULE OF HYGIENE ONBOARD)

- 3.1.1 Care in Transporting Foods from Shore to Ships
- 3.1.2 Food Waste (Garbage Management Plan (GMP))
- 3.1.3 Personal Hygiene
- 3.1.4 Provisions applicable to food stuffs (Care in receiving, storing and handling)
- 3.1.5 Dishwashing methods – manual and machine dish washing, merits and demerits
- 3.1.6 Protective display of food, hot and cold display counters
- 3.2 GARBAGE MANAGEMENT ON BOARD (MARPOL 73/78)

UNIT 4 USPH (UNITED STATE PUBLIC HEALTH SERVICES)

- 4.1 Food Law in United States (Brief History)
- 4.2 Federal Regulatory Agencies
 - FDA (Food & Drug Administration)

- FSIS (Food Safety and Inspection Services)
- Vessel Sanitation Program USPH Responsibility and Management Responsibility
- Centre for Disease Control and Prevention (CDC)
- Inspection and grading as per USPH standards
- Self assessment check list under USPH

HACCP

Background to HACCP

10 Hours

The difference between hazard analysis and HACCP

What is hazard

Control Measures

Critical control points (CCP)

Critical Limits

Monitoring

Corrective action

Verification

Documents and records

Review

SHIPS STORES AND IMPORTATION OF PRODUCTS OF ANIMAL ORIGIN INTO THE EUROPEAN UNION

10 Hours

General Import Conditions

Purpose of Food Hygiene Inspections

Action on conclusion of the Inspections

Enforcement Issues

Sampling

Seizure of Food

Public Health Incident

De-rating certifications

Reference Books:-

Handbook of food & nutrition, M. Swaminathan, 1999,

Food microbiology, W. C. Frazier / D. D. Westhoff, 1991

Food hygiene & sanitation, S. Roday, 1991

Nutritive value of Indian foods, Gopalan, 1995, Jacob Michael, Delhi

A trainee guide for managers of food service establishments, 1991, CBS Publishers & Distributors

Safe food handling, Stanley Thomas

The Prevention of food poisoning, Jill Trickett, 1992

Catering Management, an integrated approach, Sethi / Mohini, New Delhi, 1987, Wiley Eastern Ltd,

Industry Guide to Good Hygiene Practice: Catering Guide Ships, 2004, Chadwick House Group Ltd., 15, Hatfields, London - SE1 8DJ.

Pattern of Question Paper:- (First year B.Sc. Maritime Hospitality Studies)

Theory

First Term (Duration 2 hrs.)			Second Term (Duration 2 hrs.)		
Questions in Examination Paper	Units	Maximum Marks	Questions in Examination Paper	Units	Maximum Marks
Q - 1	1, 2, 3	15	Q - 1	4, 5, 6	15
Q - 2	1	15	Q - 2	4	15
Q - 3	2	15	Q - 3	5	15
Q - 4	3	15	Q - 4	6	15
Total		60	Total		60

- Marks obtained at the end of each term test shall be converted to out of 40 to the next integer for final calculation.
- Question no. 1 should be of short answer type questions having six sub questions (2 from each unit of 3 marks each. Total 5 questions are to be attempted).
- Question 2, 3 & 4 should be from topics mentioned in the table total 3 sub questions to be attempted of 5 marks each out of the choice of 4 sub questions.

Objectives:-

The subject will develop basic awareness of the importance of nutrition and balanced diet. It will also give insight in to the changes occurred in food during different cooking process and how to reduce nutritional losses during cooking.

UNIT 1	INTRODUCTION	10 Hours
1.1	Importance of Nutrition	
1.2	Basic Nutrients	
1.3	Function of various Nutrients	
1.4	Importance of water To the Human Body	
1.5	Basic five food groups	
1.6	Nutrients loss while storing or preparation of foods	
1.7	Effect of cooking on various nutrients	
1.8	Balanced diet	
1.9	Basic for meal planning	
UNIT 2	COLLOIDAL CHEMISTRY	10 Hours
2.1	Colloidal System – Types of Colloids in Food (Food Eg. of Sol, Gel, Emulsion and foam, Emulsifying, Agents and their use in preparation of Emulsions	
2.2	Browning reactions in Food – Causes, desirable and undesirable effects, with food examples	
UNIT 3	FOOD ADDITIVES	10 Hours
3.1	Thickening, Stabilizing and emulsifying agents	
UNIT 4	FOOD ADULTERATIONS	10 Hours
4.1	Foods standards in India	
4.2	Common food Adulterants present:- a) Milk b) Sugar c) Turmeric d) Chilly Powder d) Tea and Coffee e) Semolina Flowers f) Ghee and Butter g) Margarine and Oil	
UNIT 5	FOOD PRESERVATION AND STORAGE	10 Hours
5.1	Chemical	
5.2	Irradiation	
5.3	Low temperature – Refrigeration and Freezing	
5.4	High Temperature – Pasteurization, Canning, de-hydration and smoking	
5.5	Storage, Cold storage, temperature control, correct use of refrigeration, freezer for storing food stocks, rotation and cooling	
UNIT 6.1	EVALUATION OF FOODS	10 Hours
6.1.1	Objectives	
6.1.2	Sensory assessment of Food Quality	
6.1.3	Methods	
6.1.4	Introduction to proximate analysis of food constituents	

6.2 FLAVOURS

- 6.2.1 Definition of Flavour, Influence of Chemical, Constituents and other factors on flavour
- 6.2.2 Types of flavors, flavoring extracts, natural and synthetic flavour intensifier
- 6.2.3 Control of flavour in cooking process of Food

Reference Books:-

1. Handbook of food & nutrition, M. Swaminathan, 1999,
2. Nutritive value of Indian foods, Gopalan, 1995
3. Catering Management, an integrated approach, Sethi / Mohini, New Delhi, 1987, Wiley Eastern Ltd.
4. Industry Guide to Good Hygiene Practice: Catering Guide Ships, 2004, Chadwick House Group Ltd. 15, Hatfields, London - SE1 8DJ.

Pattern of Question Paper:-

(First year B.Sc. Maritime Hospitality Studies)

Theory

First Term (Duration 2 hrs.)			Second Term (Duration 2 hrs.)		
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Q - 1	1, 2,3	15	Q - 1	4,5,6	15
Q - 2	1	15	Q - 2	4	15
Q - 3	2	15	Q - 3	5	15
Q - 4	3	15	Q - 4	6	15
Total		60	Total		60

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- Question no. 1 should be of short answer type questions having six sub questions (2 from each unit of 3 marks each. Total 5 questions are to be attempted).
- Question 2, 3 & 4 should be from topics mentioned in the table total 3 sub questions to be attempted of 5 marks each out of the choice of 4 sub questions.

Objectives:-

To introduce students with the process of communication so that they can identify conditions favourable to effective communication and to teach them basic and applied language skills useful for the study of technical subjects as well as communication, with a particular emphasis on writing and oral presentation skills, which are capabilities needed for professional careers and basic knowledge of French language used in hospitality industry and common French words used in Food and Beverages Operation.

PART I - ENGLISH**UNIT 1****COMMUNICATION PROCESS**

10 Hours

1.1 Concept of Communication – An introduction

1.1.1 Elements of Communication

➤ Sender, Receiver, Message, Medium, Encoding, Decoding and Feedback

1.1.2 Importance of Effective Communication (In every Field)

CHANNELS OF COMMUNICATIONS

1.2 Internal and External Communications, Formal and Informal Channels

1.2.1 Formal Channels of Communication (Horizontal, Vertical, Upward and Downward)

1.2.2 Communications

1.2.3 Informal Channel of Communications – Grapevine

NON-VERBAL AND VISUAL COMMUNICATIONS

1.3 Definition of Non – Verbal Communication

1.3.1 Types of Non-Verbal Communications

1.3.2 ➤ Facial Expression, Gestures, Body language, Kinesis, Phonemics and Physical appearance

1.3.3 Visual communication

➤ Signs, Signals, Graphs, Charts, Maps, Color and Posters.

BARRIERS OF COMMUNICATION

1.4 Types of Barriers – Their Types

1.4.1 Physical, Mechanical, Semantic, Cultural, Psychological

1.4.2 Ways of overcoming barriers of communication

UNIT 2 LANGUAGE IN LETTER WRITING

10 Hours

2.1 Principles of Official Letter writing, commercial jargon, correct spelling, correct word order and FOUR 'C's of Commercial Correspondence

2.2 Parts of letter

2.3 LETTERS

➤ Job Application Letter, Bio Data, Resume

➤ Inquiring Letter (For rooms), reply to enquiry letters

➤ Order Letter and quotation letter

➤ Claim and Adjustment

➤ Credit and Collection Letter

➤ Sales letter and circular

➤ Notice and Memorandum

2.4 REPORT WRITING

Structure of Report: Individual and Committee (Short and Long Report)

Types of Report: Investigative, Progressive and feasibility report

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2.5 COMPREHENSION AND PRECISE

Comprehension Passages related to specific fields
Precise writing and summarization

UNIT 3 ORAL COMMUNICATION

- 3.1 Spoken or conversational English (stress on telephone conversation)
- 3.2 Dialogue writing for specific occasions
- 3.3 International Phonetic script
- 3.4 Presenting oral messages in the form of debates, group discussions, individual presentations, preparing for interviews, role plays

PART II - FRENCH

UNIT 4 FRENCH VOCABULARY AND GRAMMAR

- 4.1 Words & verbs often used in the hotel / cruise liners
- 4.2 Conjugation of French verbs & translation into the various tenses (past, present)
- 4.3 Transforming sentences into negative / singular & plural form
- 4.4 Formation of sentences into French

UNIT 5 CONVERSATIONAL FRENCH

- 5.1 Basic French conversational sentences with Friends & guest
- 5.2 Modes of introduction with friends & guests
- 5.3 Knowledge of time, seasons, months, days, Numbers & currency
- 5.4 Conversation with regards to interaction with Guest in various areas such as restaurant, Bar, House keeping & Kitchen

UNIT 6 FRENCH KITCHEN, RESTAURANT, FRONT OFFICE & BAR TERMINOLOGY

- 6.1 Knowledge of the kitchen brigade & kitchen Equipments
- 6.2 Ingredients, meats, vegetables, fruits, fish, herbs & spices
- 6.3 Culinary terms in French
- 6.4 French Cheese
- 6.5 Knowledge of the restaurant brigade
- 6.6 Equipments used the restaurant
- 6.7 French Classical menu up to 13 courses
- 6.8 Menu translation from French to English & vice-versa
- 6.9 Knowledge of principle ingredients used in classical French dishes
- 6.10 How to read & translate a recipe from French to English
- 6.11 French terminology required in handling Guest check in & Check out
- 6.12 How to read & write passport details in French

Reference Books:-

1. **A Votre Service**, Biswajit Dey, Alliance Franchise, Delhi
2. **French for Hotel Management and Tourism Industry**, S Bhattacharyya, Frank Brothers and
3. **French for Caterings Students**, John Grishbrook, Hodder and Stoughton
4. **101 ways to better communication**, Elizabeth Hierney, 1st Edition, 2001, Kogan Page
5. **Organizational Behavior**, Fred Luthans, Sixth, 1992, McGraw Hill
6. **How to Assert Yourself, Listen to Others, and Resolve Conflicts**, Robert Bolton

- Communication Skills, Leena, Sen; Publisher: Prentice Hall of India
 Communication Skills, Frank Brothers and Company LTD
 Communication Skills (For the University of Mumbai), by Srinivas; Publisher: Tata Mcgraw Hill
 Communication Skills (Revised And Enlarged), Dr. P Prasad, Edition: , Publisher: S.K. Kataria & Sons
 (Published: 2000)
 Communication Process in Organizations, Rawat Publications
 Communication Process in Organizations, D.S. Dahiya, Rawat Publications

Pattern of Question Paper:-

First year B.Sc. Maritime Hospitality Studies)

Theory

First Term (Duration 2 hrs.)			Second Term (Duration 2 hrs.)		
Questions in Examination Paper	Units	Maximum Marks	Questions in Examination Paper	Units	Maximum Marks
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Q - 4	3	15	Q - 4	6	15
Total		60	Total		60

Marks obtained at the end of each term test shall be converted to out of 40 to the next integer for final calculation.

Question no. 1 should be of short answer type questions having six sub questions (2 from each unit) of 3 marks each. Total 5 questions are to be attempted).

Question 2, 3 & 4 should be from topics mentioned in the table total 3 sub questions to be attempted of 5 marks each out of the choice of 4 sub questions.

UNIVERSITY OF MUMBAI				
TEACHING AND EXAMINATION SCHEME FOR DEGREE COURSE.				
COURSE NAME : B.Sc. MARITIME HOSPITALITY STUDIES				
DURATION OF COURSE : THREE YEAR				
YEAR: SECOND YEAR				
FULL TIME / PART TIME: FULL TIME				
SR. NO.	CORE SUBJECT	TEACHING SCHEME		EXAMINATION MAXIMUM MARKS THEORY
		TH	PR	
1	Maritime Studies – Paper II (Maritime Communication)	90	60	80
2	Food Production – Paper II	60	210	80
3	Food & Beverages – Paper II (Advance F&B Services)	60	60	80
4	Accommodation and Facility Management – Paper II (Facility Management)	60	60	80
5	Cost and Financial Management – Paper II (Accounting)	60	-	80
	ALLIED SUBJECT			
6	Bakery & Confectionary	60	90	50
7	Entrepreneurship Skills	60	-	50
8	Soft Skills	60	-	50
9	Information Technology Applications	-	60	-
Total		510	540	550
INSTITUTIONS HOURS PER WEEK : 35HRS				
Marks (Total) - 900				

SECOND YEAR BACHELORS DEGREE IN MARITIME HOSPITALITY STUDIES

YEAR - II

5761
O— A candidate eligible for admission to the second year examination in maritime hospitality studies shall produce testimonials of having kept one year in the college / institute.

5762
O— A candidate who has passed the first year examination and has satisfactorily completed the course will be eligible for admission in second year.

5763
O— Candidates shall have an option to appear in the subjects of year simultaneously with subjects of year two examination either:-

(I) In view of their having obtained less than 40% marks in Theory paper and 45% of the full marks in Sessional work.

OR

(II) In view of their failure to appear for first year examination for any reason deemed satisfactory by the head of the Institution.

5764
O— A candidate who has appeared simultaneously or failed to pass first year examination in Maritime Hospitality Studies will not be declared to have passed second year unless the candidate passes first year examination. .

5881
R— The following are the syllabi in various subjects of second year in Maritime Hospitality Studies.

**MARITIME STUDIES – PAPER III
(MARITIME COMMUNICATION)**
Objectives:-

This subject imparts working of Global Maritime Distress Safety System. It also generalizes Communication Phrases and Crowd and Cruise Management.

UNIT 1	STANDARD MARINE COMMUNICATION PHRASES (SMCP)	Theory 15 Hours	
	1.1 Distress		
	1.2 Person overboard		
	1.3 Medical Assistance		
	1.4 Urgency		
	1.5 Safety Communication		
	1.6 Environmental Protection		
	1.7 Communication with emergency services		
	1.8 Search and Rescue		
	1.9 Helicopter Operation		
	1.10 Damage Control		
UNIT 2	CROWD MANAGEMENT	15 Hours	
	2.1 Life saving appliances & control plans		
	2.2 Assist passengers en route to assembly and embarkation stations		
	2.3 Mustering procedures		
	2.4 Communication in case of emergency		
	2.5 Instructions for passenger assembly personnel		
	2.6 Abandon ship procedure		
UNIT 3	CRISIS MANAGEMENT & HUMAN BEHAVIOR TRAINING	15 Hours	
	3.1 Familiarization with ships design, layout, emergency plans, procedures and drills		
	3.2 Optimization of resources		
	3.3 Reaction to alarm		
	3.4 A pre planned drill		
	3.5 Control response to emergencies		
	3.6 Human behaviour and responses		
	3.7 Establish and maintain effective communications		
	3.8 Practical exercises		
UNIT 4	4.1 INTRODUCTION TO GMDSS	15 Hours	10 Hours
	4.1.1 Background and purpose of the GMDSS		
	4.1.2 GMDSS Sea Areas A1, A2, A3, A4		
	4.1.3 Purpose of Distress and Safety frequencies		
	4.1.4 9 functional requirements of GMDSS equipment		
	4.1.5 Equipment carriage requirements		
	4.1.6 Methods to ensure availability of ship station Equipment		
	4.1.7 Sources of energy		
	4.1.8 Battery supply capacity		

4.2 PRINCIPLES OF MARITIME RADIO COMMUNICATIONS

- 4.2.1 Administrative provisions for stations
- 4.2.2 Principles and basic features of the maritime mobile service
 - 4.2.3 Inspection and Survey requirements
 - 4.2.4 Identities of different types of stations
 - 4.2.5 Order of priority of communications in the maritime
 - 4.2.6 Different types of communications
 - 4.2.7 Maritime Mobile frequency bands and frequency allocation
 - 4.2.8 Different types of modulation and classes of emission
- 4.2.9 Principles and basic features of the maritime mobile-satellite service

5.1 GMDSS-COMMUNICATIONS SYSTEMS

15 Hours

20 Hours

UNIT 5

- 5.1.1 Purpose and use of Digital Selective Calling (DSC) Facilities
- 5.1.2 General principles of narrow Band Direct Printing (NBDP)
- 5.1.3 Communication in the Maritime Mobile Satellite Service
- 5.1.4 Maritime Terrestrial Communications
- 5.1.5 Communications using Survival Craft / Portable Equipment
- 5.1.6 Maritime Safety Information Services
- 5.1.7 General maintenance and safety precautions

5.2 SOLAS : GMDSS COMMUNICATIONS

- 5.2.1 Terrestrial SOLAS procedures
- 5.2.2 Inmarsat SOLAS procedures
- 5.2.3 Search and Rescue procedures, IAMSAR
- 5.2.4 Avoidance of False Alerts and cancellation procedures

15 Hours

18 Hours

UNIT 6

6.1 OPERATIONAL PROCEDURES FOR GENERAL COMMUNICATIONS

- 6.1.1 Use of English language to exchange communications
- 6.1.2 Use of IMO Standard Marine Communication phrases
- 6.1.3 Use of International Phonetic Alphabets
- 6.1.4 Use of obligatory documents and publications
- 6.1.5 Procedure for maintaining radio log
- 6.1.6 Regulations relating to the maritime mobile
- 6.1.7 Procedures for telephone calls, e-mail messages and Routine communications

6.2 MISCELLANEOUS SKILLS

- 6.2.1 Basic electricity and electronics wrt equipment checks and maintenance
- 6.2.2 Relationship between MUF and OTF. Critical frequency
- 6.2.3 Operation of optional features in equipment
- 6.2.4 Transferability to operation of other manufacturers equipment

90 Hours

60 Hours

Pattern of Question Paper:- (Second year B.Sc. Maritime Hospitality Studies)

Theory

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Q - 3	2	15	Q - 3	5	15
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- Marks obtained at the end of each term test shall be converted to out of 40 to the next in final calculation.
- Question no. 1 should be of short answer type questions having six sub questions (2 from each of 3 marks each. Total 5 questions are to be attempted).
- Question 2, 3 & 4 should be from topics mentioned in the table total 3 sub questions attempted of 5 marks each out of the choice of 4 sub questions.

Conduct of Practical Examination

Maximum Marks 60

- A candidate shall be assessed on the basis of his ability to use the equipments / tools and per the instructions and via voce of examiners during examination
- Scheme of marking shall be

Sr. No.	Topic	Maximum Marks
1.	GMDSS	20
2.	Crowd Management	10
3.	Crisis Management & Human behaviour training	10
4.	Journal	10
5.	Viva-voce	10

Objective

This subject focuses on development of advance skills in Chacuterie and Multinational Cuisine and cuisines from seafaring nations. This will help the students in acquiring basic knowledge of store kitchen and production management, layout and designing of kitchen and kitchen stewarding.

UNIT 1

RAW MATERIAL MANAGEMENT

10 Hours

Menus & Recipes

1.1

Recipe balancing

1.1.1

On using a recipe conversion factor (RCF) to convert recipe sizes

1.1.2

Using recipes effectively

1.1.3

Raw Material Management Onboard Ships

1.2

Principles of Indenting

1.2.1

Special concerns and care required while indenting onboard ships

1.2.2

Quantities and portions for bulk productions

1.2.3

UNIT 2

STOCKS, SAUCES AND SOUPS

10 Hours

Different Kinds of Stocks

2.1.1

White Stocks

White Beef Stock

White mutton stock

White Veal Stock

White Chicken Stock

Fish Stock

2.1.2

Preparation of Stocks

2.2

Sauces & Glazes

2.2.1

Importance of Sauces

2.2.2

Preparation of Basic Mother Sauces

a) Béchamel

b) Veloute

c) Espagnole

d) Hollandaise

e) Tomato

f) Mayonnaise

2.2.3

Common derivatives of Basic Mother Sauces

2.3

Soups

2.3.1

Classification of Soups

2.3.2

Preparation of clear soups, consommé, its garnishes and accompaniments

2.3.3

Specialty Soups

2.3.4

Garnish and Service of Soups

UNIT 3

NOT VEGETARIAN COOKERY

3.1

Meat Fabrication and Charcuterie

3.1.1

General guidelines for determining doneness in meats

3.1.2

Trimming a tender loin

10 Hc

- 3.1.3 Cutting and pounding cutlets
- 3.1.4 Fabricating a under cut
- 3.1.5 Shredding and Mincing meats
- 3.1.6 Working with variety organ meats
- 3.1.7 Carving techniques
- 3.1.8 Introduction to Charcuterie
- 3.1.9 Charcuterie Products
- 3.1.10 Meat and Non meat ingredients
- 3.1.11 Curing, drying and smoking sausages, ham and bacon
- 3.1.12 Other specially processed and cured meats
- 3.2 Fabrication of Poultry**
 - 3.2.1 General Guidelines for determining doneness in poultry
 - 3.2.2 Trussing Poultry
 - 3.2.3 Halving and Quartering Poultry
- 3.3 Fabrication of Fish**
 - 3.3.1 General guidelines for determining doneness in Fish
 - 3.3.2 Scaling and trimming fish
 - 3.3.3 Shell Fish Fabrication
 - Working with live lobster
 - Cooking Lobster
 - Shrimp
 - Cleaning a Crab
 - Cleaning and opening oysters
 - Cleaning octopus and squid

UNIT 4 SALAD & VEGETABLE COOKING

- 4.1 Introduction to Salad**
 - 4.1.1 Composition of a Salad
 - 4.1.2 Types of Salad
 - Pasta Salads
 - Meat and poultry salads
 - Sea Foods Salads
 - Fruit Salad
 - 4.1.3 Salad dressing, proper dressing amount, handling and storage
- SANDWICHES**
 - 4.2 Sandwiches**
 - 4.2.1 Bread and Spreads for
 - 4.2.2 Making flavored butters
 - 4.2.3 Fillings
 - 4.2.4 Garnishes
 - 4.2.5 Presentation Styles
 - 4.2.6 Guidelines on sandwich making
 - 4.3 Vegetable Cookery**
 - 4.3.1 Classification of Vegetables
 - 4.3.2 Selection of Vegetables
 - 4.3.3 Methods of Cooking
 - 4.3.4 Effect of Cooking on Vegetables

UNIT 5

ACCOMPANIMENTS & GARNISHES

- Food and their usual accompaniments
- Garnishes and its importance
- Basic Plate Presentation
- Basic Platter Presentation
- Modern Plate Garnish

YEAR - II

10 Hours

UNIT 6

FARINACEOUS COOKERY

- Introduction to farinaceous cookery
- Selection and preparation of ingredients
- How to make fresh pasta and noodles
- Fresh egg pasta
- Pairing pasta with sauces
- Serving fresh and dried pasta
- Special items incorporated in farinaceous cookery

10 Hours

FOOD PRODUCTION - II (PRACTICAL)

Marks 80

ACTIVITY 1

MEAT FABRICATION

- a) Trimming a Tenderloin
- b) Cutting Bone in Chops
- c) Trimming a strip loin and cutting boneless steaks
- d) Trimming and boning Pork Loin/ Leg of Lamb
- e) Working with liver, Kidneys, Sweetbread and tongue
- f) Practice tying a roast meat

ACTIVITY 2

POULTRY FABRICATION

- a) Trussing Poultry, Poultry cuts

ACTIVITY 3

FISH FABRICATION

- a) Cleaning lobster, crayfish, crab, oysters, clams and mussels
- b) Cleaning octopus and Squid

ACTIVITY 4

VEGETABLE CARVING

ACTIVITY 5

FRUIT CARVING

ACTIVITY 6

ICE CARVING

ACTIVITY 7

CHINESE

- a) Veg. Spring Roll
- b) Sweet Corn Soup
- c) Chilly Chicken
- d) Stir Fry Vegetable
- e) Hakka Noodle
- f) Szechwan Fried Rice
- g) Date Pan Cake

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ACTIVITY 8

FRENCH

- a) Barquettes-de-volaille
- b) Consommé ala-juillien
- c) Cote-de-porc Ala-charcutiere
- d) Pommes Duchess
- e) A'origine Ala-provencale

ACTIVITY 9

ITALIAN

- a) Minestrone Ale Milanese
- b) Insalata-de-peproni arrostiti
- c) Pollo Alla-cacciatore
- d) Lasagne Al-forno Con Funghi Pomodori
- e) Risotto Con Funghi
- f) Mele Al-forno

ACTIVITY 10

MEXICAN

- a) Taco Salad
- b) Sopa D'azo
- c) Skewered Camarones
- d) Potato Donpepe
- e) Chilli Corn Carne
- f) Mexican Banana Cake

ACTIVITY 11

INDIAN

- a) Tomato Shorba
- b) Goan Fish Curry
- c) Chicken Chettined
- d) Vegetable Jalfrezi
- e) Baigan Bharta
- f) Veg. Pulao
- g) Malabari Paratha

ACTIVITY 12

CARRIBEAN

- a) Nakita (Garden Egg soup)
- b) Kenon with gravy
- c) Abolo
- d) Cereole Rice

DAY- TO-DAY CUISINES

ACTIVITY 13

CHINESE 1

- a) Wonton Soup
- b) Chicken with black beans sauce
- c) Szachwan Egg Plant
- d) Garlic Noodle
- e) Veg. Fried Rice
- f) Caramel Fried Banana

CHINESE 2

- a) Hot and sour soup
- b) Shredded Beef with Tangerine
- c) Spicy bean curd
- d) Steamed Rice
- e) Honey Tossed Noodle

THAILAND 1

- a) Tom Kha Kai
- b) Plathod Krathieum Prik Thai
- c) Phad Phak Bai Krapaw
- d) Kaho Kaeng Dong

THAILAND 2

- a) Tom Yom Koong
- b) Panaeng Kai
- c) Phad Hetkap Met Mamaung
- d) Phad Thai

MEDITERRIAN 1

- a) Psaro Soupa
- b) Shish Kabab
- c) Moussaka a'la Grecque
- d) Paella a'la Valanciana
- e) Honey Puffs

MEDITERRIAN 2

- a) Gazpacho Soup
- b) Meat with Okra
- c) Dolmas
- d) Veg. Pilaff
- e) Baklava

SRILANKA

- a) Ceylon Chicken Curry
- b) Ajap Djache
- c) Idde Appung
- d) Rice
- e) Kaloo Dodal

JAPANESE

- a) Miso Soup with egg
- b) Seafood Tempura
- c) Egg Plant with Sherry sauce
- d) Rolled Sushi
- e) Rice with vegetable

INDONESIA

- a) Sop Ikan Pedas
- b) Satay Ayan
- c) Tunis Tauge
- d) Nasi Goreng
- e) Pancake Pisang

KOREA

- a) Kimchi
- b) Daikon Soup
- c) Korean Hot Pot
- d) Namul
- e) Kim Rice

ACTIVITY 20

MIDDLE EAST

- a) Hammous al Tahira
- b) Al Sayyard Pot
- c) Lahm Dani
- d) Spinach Fatayer

ACTIVITY 21

NORWEGIAN

- a) Spring Soup
- b) Visch Koekjes (Fish)
- c) Alesondigas (Meat)

ACTIVITY 22

PHILIPINO 1

- a) Rumaki
- b) Bachoy
- c) Adobo

PHILIPINO 2

- a) Arroz Caldo
- b) Chicken Adobo with Pineapple

ACTIVITY 23

BULGARIA 1

- a) Shopska Salad
- b) Tarator Soup
- c) Stewed Leg of Mutton
- d) Gyuvech Zarzavat
- e) Round Bread Loaf with Cheese

*NOTE: there will be continuous assessment of skills being acquired through class work, practical & periodic assignments / project works / tests / orals etc.

*At least 18 experiments to be undertaken by each student

*Laboratory journal to be submitted at the end of each term for assessment

Reference Books:-

1. **Modern Cookery for Teaching and Trade**, Thangam E. Philip, 4th Vol., 1996, Orient Longman Ltd, Mumbai.
2. **Theory of Cookery**, Krishna Arora, 2nd, 1992, Frank Bros & Co. Ltd, 4675, Darya Ganj, New Delhi-2
3. **Basic Bakery**, J. C. Dubey, 1st, 1992, G. N. Danri, G. D. Enterprise, B/13, 1st Floor, 389/91, JSS Road, Mumbai.
4. **Understanding Cooking**, Lundburge & Kotschevar, Wayne Gisselen
5. **Professional Cooking**, 4th, 1992, John Wiley & Sons 605, 3rd Avenue, N. Y.
6. **Professional Baking**, Wayne Gisselen, 2nd, 199, John Wiley & Sons 605, 3rd Avenue, N. Y.
7. **Theory of Catering**, Kinton Ceserani, 7th, 1996, Hodder & Stoughton Educational, 338, Euston Road, London
8. **Food Commodities**, Bernard Davis, 4th, 1998, William Heinmen Ltd. 15, Queens Street, May Fair, London
9. **Basic Cookery The Process Approach**, Daniel R. Stevenson, 5th, 1997 Stanley Thornes Ltd., Old Station Drive, England.
10. **Basic Cookery - The Process Approach**, Daniel R. Stevenson, 5th, 1997,
11. **Kitchen a float galley management & meal preparation**, Joy Smith, 2002, Warsash Nautical Books & Dibles Road, Warsash, Sonthampton 5031, ? H2, UK

12. *Cruising Cuisine*, Kay Pastorius, 1997, Warsash Nautical Books 6, Dibles Road, Warsash, Sonthampton 5031, 9 H2, UK
13. *The care & feeding of sailing crew*, Lin Pardey with Larry Pardey, 1995, Warsash Nautical Books 6, Dibles Road, Warsash, Sonthampton 5031, 9 H2, UK
14. *Professional Chef*, American Culinary Institute, 1996, John Wiley & Sons, New York.
15. *Theory of Cookery*, Krishna Arora, 1988, New Delhi, Frank Bros. & Co.
16. *The Art & Science of Culinary Preparation*, Jerald W. Chesser, 2003, Education Institute of American Culinary Federation.

Pattern of Question Paper:-

(Second year B.Sc. Maritime Hospitality Studies)

Theory

First Term (Duration 2 hrs.)			Second Term (Duration 2 hrs.)		
Questions in Examination Paper	Units	Maximum Marks	Questions in Examination Paper	Units	Maximum Marks
Q - 1	1, 2, 3	15	Q - 1	4, 5, 6	15
Q - 2	1	15	Q - 2	4	15
Q - 3	2	15	Q - 3	5	15
Q - 4	3	15	Q - 4	6	15
Total		60	Total		60

- Marks obtained at the end of each term test shall be converted to out of 40 to the next integer for final calculation.
- Question no. 1 should be of short answer type questions having six sub questions (2 from each unit) of 3 marks each. Total 5 questions are to be attempted).
- Question 2, 3 & 4 should be from topics mentioned in the table total 3 sub questions to be attempted of 5 marks each out of the choice of 4 sub questions.

Conduct of Practical Examination

Maximum Marks 80

- Candidate will be given a menu comprising of 4 dishes.
- Indent sheet and plan of work sheet to be filled by the candidate of the menu he gets.
- He / she supposed to collect indents, prepare and present the dishes in the menu within stipulated time.
- Cleaning and securing equipments and working area is also to be done within stipulated time.
- Assessment will be done as follows –

Journal	Indent Sheet & plan of work	Colours	Consistency	Taste	Texture	Viva-voce	Personal Grooming, Cleaning & Securing
10	10	10	10	10	10	10	10

Objective

This subject deals with the classification, history, manufacturing process and proper service of beverages commonly used onboard ships. This subject also gives an insight of function of basics of bar management. Part of the training would be under simulated environment.

UNIT 1 ALCOHOLIC BEVERAGES

- 1.1 Wines**
 - 1.1.1 Wines, definition, flowchart, making of wines in general
 - 1.1.2 Types of wines, classification
 - 1.1.3 Service of white, red & sparkling wines
 - 1.1.4 Matching wines with food
 - 1.1.5 French wines and popular brands with labels
- 1.2 Spirits**
 - 1.2.1 Brief description about spirits, pot still and patent still methods
 - 1.2.2 Whisky
 - 1.2.3 Rum
 - 1.2.4 Vodka
 - 1.2.5 Brandy
 - 1.2.6 Gin
 - 1.2.7 Brand names – Indian & International
- 1.3 Beer**
 - 1.3.1 Making of beer
 - 1.3.2 Types of beer
 - 1.3.3 Service of beer & trade names
- 1.4 Liqueurs And Aperitifs**
 - 1.4.1 Charts of names of Liqueurs, base flavour / colour, Country of origin
 - 1.4.2 Basic knowledge of Liqueurs & aperitifs service
 - 1.4.3 Famous brands of Liqueurs & aperitifs
- 1.5 Cocktails And Mocktails**
 - 1.5.1 Definition & introduction
 - 1.5.2 Methods & rules of cocktail making
 - 1.5.3 Recipes of ten popular cocktails
 - 1.5.4 Recipes of five popular mock tails

UNIT 2 GLOSSARY OF ALCOHOL BEVERAGE TERMS

Alcohol	Grist	Congeners	Fortified	Perry
Bodegas	Bonne Chouffe	Wort	Bagasse	Must
Cellar	Appellation	Mead	Alembic	Vintage
Corky	controlee	Mulled wines	charantaise	Sulphuring
Edelfaule	Bouquet	Cordials	Cider	Crust
Estufa	Chaptalisation	Bloom	Pulque	Body
Filtering	Cremant	Cask	Brouillis	Macerator
Frappe	Eiswein	Claret	Digestifs	Mistelle

Hock
Malt
Mousseux
Racking
Wash

Fore shots
Fining
Hops
Lees
Mash

Decanting
Esters
Feints
Flor
Hydrometer

Distillation
Age
Proof
Kilning

Punt
Vinification
Vigneron

PLANNING AND OPERATING VARIOUS F&B OUTLETS

Physical layout of functional & ancillary areas

10 Hours

Aims of good layout

Steps in planning

Factors to be considered while planning

Calculating space requirement

Various setups for seating

Planning staff requirement

Menu planning

Constraints of menu planning

Selecting & planning heavy duty & light equipment

Requirement of quantities of utensils required like crockery, glassware steel or silverware

Suppliers & manufacturers

Approximate cost

Planning décor, furnishing & fixtures

Buffets – Introduction, Factors to plan buffet, Menu planning, Types, Equipments, Supplies & Checklist

FUNCTION CATERING & EVENT MANAGEMENT

10 Hours

Function Catering

History

Types

Organization of banquet department

Duties & responsibilities

Sales

Booking procedure

Banquet menus

Banquet and Banquet Protocol

Reception

Cocktail parties

Convention

Seminar

Exhibition

Fashion shows

Trade fair

Wedding

Out door catering

- 4.2.10 Space area requirement
- 4.2.11 Table plans / arrangement
- 4.2.12 Mise-en-place
- 4.2.13 Service
- 4.2.14 Toasting

UNIT 5 GUERIDON SERVICE

- 5.1 History & definition
- 5.2 Types of trolleys
- 5.3 Advantages & disadvantages of Gueridon
- 5.4 Gueridon equipment
- 5.5 Gueridon ingredients
- 5.6 List of items prepared on the Gueridon (Including Flambéing – hors-d'oeuvre, eggs, pasta & rice, main course & Desserts with special emphasis on service)

UNIT 6 BAR OPERATIONS

- 6.1 Types of bar:- 1) Cocktail Dispense
- 6.2 Area of bar
- 6.3 Front bar
- 6.4 Back bar
- 6.5 Under bar
- 6.6 Bar stock
- 6.7 Bar control
- 6.8 Bar staffing
- 6.9 Opening & closing duties

FOOD & BEVERAGES (F & B SERVICE) – II (PRACTICAL)

ACTIVITY 1 WINES

- 1.1 Service of red, white & sparkling wine
- 1.2 Presenting the bottle, removing the cork & its service

ACTIVITY 2 SPIRITS

- 2.1 Service of Spirits
 - Rum
 - Gin
 - Brandy
 - Whisky
 - Vodka
 - Others

ACTIVITY 3 BEER

- 3.1 Service of beer

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ACTIVITY 4 COCKTAILS AND MOCKTAILS

- > Demonstration of
 - > Stirred
 - > Shaken
 - > Built up
- > Demonstration of
 - > 3 mocktails

ACTIVITY 5 GUERIDON SERVICE

- > Service of food from Gueridon including flambéing -
 - > Hors d'oeuvre
 - > Soups, eggs
 - > Pasta & rice
 - > Fish & main Course
 - > Desserts

ACTIVITY 6 FUNCTION CATERING

- > Table setups and arrangements for
 - > Banquets
 - > Buffet

NOTE: there will be continuous assessment of skills being acquired through class work, practical & periodic assignments / project works / tests / orals etc.

Laboratory journal to be submitted at the end of each term for assessment

Reference Book:-

1. Professional Food & Beverage Service Management, Brian Varghese
2. Food & Beverage Service, Sudhir Andrews
3. Food and Beverage Service, Dennis Lillcrap, John Cousins Robert Smith, Fifth, 1998, Hodder and Stoughton Educational, 338 Euston Road, London
4. The International Guide to Drinks, United Kingdom Bartenders' Guild, 1994, Vermilion, Random House, 20 Vauxhall Bridge road, London SW 1V2SA
5. The Cant Go Wrong Book of Drinks, Shatbhi Basu, First, 1999, Business Publications Inc., 229/A, Kramaveer Rajguru Marg, Girgaon, Mumbai
6. The World Atlas of Wine, Hugh Johnson, Fourth, 1994, Mitchell Beazley, Michelin House, 81 Fulham Road, London SW3 6RB
7. The Penguin Wine Book, Pamela Vinoyke Prile, First, 1984, Allen Lane Penguin Books Ltd. 536, Kings Road, London SW10 0UH
8. The Book Of Wine, Stuart Walton, First, 1997, Joanna Lorenz Annez Publishing Ltd., Hermes House, 88-89 Black Friars Road, London SE1 SHA
9. The New Wine Companion, David Burroughs and Norman Bezzant, Second, Wine and Spirits Education Trust
10. Spirits and Liquors, Rosalind Cooper, First, 1982 M.P Books, P.O Box 5367, Tucson, AZ 8573
11. Pocket Wine Book, Hugh Johnson, Twentieth, 1997, Mitchell Beazley, Michelin House, 81 Fulham Road, London SW3 6RB
12. Food Service Facilities and Planning, Edward A Kazarian, Third, 1989, John Wiley and Sons
13. Food and Beverage Management, Bernard Davis, Edward Lockwood, Second, 1994, Butterworth Heinemann
14. Waiter and Waitres Training Manual, Sandra J. Dalmer, Kurt W. Kohl, Fourth, 1996, John Wiley

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15. **Marketing by Menu**, Nancy Loman Scanlon, Third, 1999, John Wiley
 16. **How to Manage a successful bar**, Christopher Egerton Thomas, 1994, John Wiley

Pattern of Question Paper:-
 (Second year B.Sc. Maritime Hospitality Studies)

Theory

First Term (Duration 2 hrs.)			Second Term (Duration 2 hrs.)		
Questions in Examination Paper	Units	Maximum Marks	Questions in Examination Paper	Units	Maximum Marks
Q - 1	1, 2, 3	15	Q - 1	4, 5, 6	15
Q - 2	1	15	Q - 2	4	15
Q - 3	2	15	Q - 3	5	15
Q - 4	3	15	Q - 4	6	15
Total		60	Total		60

- Marks obtained at the end of each term test shall be converted to out of 40 to the nearest final calculation.
- Question no. 1 should be of short answer type questions having six sub questions (2 from each of 3 marks each. Total 5 questions are to be attempted).
- Question 2, 3 & 4 should be from topics mentioned in the table total 3 sub questions attempted of 5 marks each out of the choice of 4 sub questions.

Conduct of Practical Examination

Maximum Marks 60
Duration 2 hrs.

- A candidate shall be given two activities
 a) Cocktail / Mocktail making
 b) Gueridon Service
- Assessment will be done as follows -

Journal	Personal Grooming	Work Sheets	Activity 1	Activity 2	Viva - Voce
10	10	10	10	10	10

ACCOMMODATION & FACILITY MANAGEMENT - PAPER II
(FACILITIES MANAGEMENT)Marks 80
Contact Hours 60

Objectives:-

This course aims to establish the importance of accommodation operation within the hospitality Industry. It also prepares the student to acquire basic skills & knowledge necessary to successfully identify the required standards in this area and to consider all aspects of cost control & establishing profitability.

ROUTINE SYSTEM AND RECORD OF HOUSEKEEPING DEPARTMENT

10 Hours

- UNIT 1 Records & Reports**
- 1.1 Reporting staff placement
 - 1.1.1 Room occupancy report
 - 1.1.2 Guest room inspection report
 - 1.1.3 Various check lists, floor register
 - 1.1.4 Work orders, log sheets
 - 1.1.5 Lost and found register
 - 1.1.6 Maids report and Housekeepers report
 - 1.1.7 Guest special request register
 - 1.1.8 Call register
 - 1.1.9 VIP involvements
 - 1.1.10
 - 1.2 Inter Departmental Relationship**
 - 1.2.1 With front office
 - 1.2.2 With Maintenance
 - 1.2.3 With Security
 - 1.2.4 With Stores
 - 1.2.5 With Accounts
 - 1.2.6 With Personnel

UNIT 2 MANAGING KEYS

10 Hours

- 2.1 Types of keys
- 2.2 Computerized key cards
- 2.3 Control of keys

UNIT 3 LINEN ROOM & UNIFORM MANAGEMENT

10 Hours

- 3.1 Linen Room**
- 3.1.1 Activities of linen room
 - 3.1.2 Layout and equipment in the linen room
 - 3.1.3 Selection criteria for various linen items and fabrics
 - 3.1.4 Purchase of linen
 - 3.1.5 Calculation of linen requirement
 - 3.1.6 Linen control procedure and records
 - 3.1.7 Stock taking procedures and records
 - 3.1.8 Recycling of discarded linen
 - 3.2 Uniform Management**
 - 3.2.1 Advantage of providing uniforms to staff
 - 3.2.2 Issuing and exchange of uniforms; type of uniforms
 - 3.2.3 Selection and designing of uniforms
 - 3.2.4 Layout of uniform room
 - 3.2.5 Uniform repair and maintenance, sewing

UNIT 4 STEWARDING & STORES

4.1 Kitchen Stewarding Layout and Design

- 4.1.1 Functions of kitchen stewarding
- 4.1.2 Layout and design
- 4.1.3 Equipments found in kitchen stewarding

4.2 Stores Layout And Design

- 4.2.1 Stores layout and planning (Dry, Cold and Bond)
- 4.2.2 Various equipments of the stores
- 4.2.3 Work flow in stores

UNIT 5 WASTE MANAGEMENT

- 5.1 MARPOL 78/79
- 5.2 Outline the cost of solid waste disposal
- 5.3 Describe ways the hospitality industry can reduce the amount of solid waste it generates
- 5.4 Distinguish between re-use and waste transformation
- 5.5 Describe recycling

UNIT 6 ENERGY MANAGEMENT

- 6.1 Elements of energy cost control
- 6.2 Describe several ways to reduce electrical costs without reducing the amount of electricity used
- 6.3 Identify various ways to reduce energy consumption in guest room
- 6.4 Describe the use of energy management equipment
- 6.5 Outline issues of concern with regard to co-generation?
- 6.6 Developing and implementing energy conservation programme for you properly

PRACTICAL

- 1 Managing Central Housekeeping Desk
- 2 Managing Maintenance Work orders
- 3 Managing Linen and Uniform Room
- 4 Laundry Machinery and Equipment
- 5 Managing Laundry Operations
- 6 Stain Removal
- 7 Managing kitchen stewarding operations schedule
- 8 Cleaning procedures
- 9 Flower Arrangement
- 10 Selection and Designing of Uniforms

***NOTE:** there will be continuous assessment of skills being acquired through class work, practical & assignments / project works / tests / orals etc.

***Laboratory Journal** to be submitted at the end of each term for assessment

Reference Books:-

- 1. **Facilities Management**, Trevor Payne, Chandos Publishing (Oxford)
- 2. **Facilities Management And Maintenance**, Quah, McGraw-Hill ISE
- 3. **Facilities Management and the Business of Space**, Wes McGregor, Danny Shiem-Shi Publishers
- 4. **Facilities Management in Networked Organisations**, Bob Grimshaw, Blackwell Publisher
- 5. **Facility Management: Risks and Opportunities**, Bev Nutt, Peter McLennan
- 6. **Facility, Location, and Land Use**, Chan, Taylor & Francis Group

Pattern of Question Paper:-

(Second year B.Sc. Maritime Hospitality Studies)

Theory

First Term (Duration 2 hrs.)			Second Term (Duration 2 hrs.)		
Questions in Examination Paper	Units	Maximum Marks	Questions in Examination Paper	Units	Maximum Marks
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Q - 2	1	15	Q - 2	4	15
Q - 3	2	15	Q - 3	5	15
Q - 4	3	15	Q - 4	6	15
	Total	60		Total	60

- Marks obtained at the end of each term test shall be converted to out of 40 to the next integer for final calculation.

Question no. 1 should be of short answer type questions having six sub questions (2 from each unit) of 3 marks each. Total 5 questions are to be attempted).

- Question - 2, 3 & 4 should be from topics mentioned in the table total 3 sub questions to be attempted of 5 marks each out of the choice of 4 sub questions.

Conduct of Practical Examination

Maximum Marks 60
Duration 2 hrs.

- A candidate shall be given any two activities based on curriculum
- Assessment will be done as follows –

Journal	Personal Grooming	Work Sheets	Activity 1	Activity 2	Viva - Voce
10	10	10	10	10	10

COST AND FINANCIAL MANAGEMENT – PAPER II
(FINANCIAL ACCOUNTING)

Objective
This subject deals with the inventory control of the stores required for the hotels. It also elements of cost, production control, costing of the products & services as incurred in different establishments.

UNIT 1 BASICS OF ACCOUNTING
1.1 Introduction To Accounting

- ## UNIT 2 JOURNAL & LEDGER ENTRIES

- UNIT 3 SUBSIDIARY JOURNAL & BANK RECONCILIATION STATEMENT

- UNIT 4 TRIAL BALANCE, PURPOSE & ADVANTAGES

- UNIT 5**
5.1 **CAPITAL AND REVENUE EXPENDITURE AND DIFFERED REVENUE EXPENDITURE**
Nature of Capital & Revenue Expenditure

- 5.1 CAPITAL AND REVENUE EXPENDITURE AND DEFERRED REVENUE EXPENDITURE
- 5.2 Nature of Capital & Revenue
- 5.3 Type of Income & Revenue
- 5.4 Type of Income & Expenditure
- 5.4 Nature of deferred revenue Expenditure

UNIT 6

FINAL ACCOUNTS OF SMALL HOTELS/ RESTAURANTS

10 Hours

6.1

Importance, purpose & need for preparation of final accounts

6.2

Exercises covering the following Adjustments, closing stock, prepaid expenses, outstanding expenses, income receivable, depreciation & amortization, bad debts & provision for bad debts

Reference Books:-

1. Elements of Accounts, TS Grawal – S., Chand & Co.
2. Business Accountancy – Frank Woods, Pitman Publishing
3. Elements of Accountancy – Artbony, Addison & Wesley
4. Accountancy - R. L. Gupta

Pattern of Question Paper:-

(Second year B.Sc. Maritime Hospitality Studies)

Theory

First Term (Duration 2 hrs.)			Second Term (Duration 2 hrs.)		
Questions in Examination Paper	Units	Maximum Marks	Questions in Examination Paper	Units	Maximum Marks
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Q - 2	1	15	Q - 2	4	15
Q - 3	2	15	Q - 3	5	15
Q - 4	3	15	Q - 4	6	15
Total		60	Total		60

- Marks obtained at the end of each term test shall be converted to out of 40 to the next integer for final calculation.
- Question no. 1 should be of short answer type questions having six sub questions (2 from each unit) of 3 marks each. Total 5 questions are to be attempted).
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BAKERY AND CONFECTIONERY

Objective

To help the students have the basic knowledge of ingredients used in bakery & confectionery products.

They will know the principles of cake making, fermented goods, pastries, cookies etc. and their development. They will gain knowledge of methods of preparing a wide range of icings, they will develop skills to assess the characteristics of good quality baked goods, identify common faults and be able to take correction actions, will know the principles involved in balancing formulas.

UNIT 1 BAKERY RAW MATERIAL

1.1 Flour

1.1.1 Structure of wheat

1.1.2 Types of flour

1.1.3 Processing of wheat – flour

1.1.4 Uses of flour in food production / selection

1.1.5 Nutritive value

1.2 Sugar

1.2.1 Importance of sugar

1.2.2 Uses of sugar

1.2.3 Various stages of heating sugar

1.3 Shortenings

1.3.1 Fats & oils – types & varieties

1.3.2 Role of shortenings

1.3.3 Varieties of shortenings

1.3.4 Advantages & disadvantages of using different shortenings

1.4 Raising Agents

1.4.1 Classification of raising agents

1.4.2 Role of raising agents

1.4.3 Actions & reactions

UNIT 2 BREADS

2.1 Principles of bread making

2.2 Simple yeast breads

2.3 Role of each ingredient & its importance

2.4 Bread faults & its remedies

UNIT 3 PASTRY

3.1 Basic Pastries

3.2 By products of Parties

3.3 Principles of recipe balancing in cake making & bakery

3.4 Different methods of cake making

3.5 Cake making faults & its remedies

UNIT 4	ICINGS, TOPPINGS AND MERINGUES	
4.1	Varieties & uses of icings	
4.2	Difference between icings & toppings	
4.3	Making of meringues	
4.4	Factors affecting stability	
4.5	Cooking of meringues	
4.6	Types & uses of meringues	
		10 Hours

UNIT 5	CHOCOLATE AND FROZEN DESSERTS	
5.1	Introduction	
5.2	Production of cocoa	
5.3	Tempering of Chocolates	
5.4	Types & Classification of frozen Desserts	
5.5	Jam, jellies, cream, custards, gelatin, agar-agar, isinglass, pectin, gums, dextrin	
5.6	Improvers, stabilizers, additives & preservatives	
		10 Hours

UNIT 6	ELEMENTARY KNOWLEDGE OF OVENS	
6.1	Types of ovens	
6.2	Construction of various types of ovens	
6.3	Key baking terms	
6.4	Temperature & the bakery	
		10 Hours

BAKERY AND CONFECTIONERY – PRACTICAL**Marks 40**

ACTIVITY 1	BREAD	
1.1	Rolls	
1.2	Loaves	
1.3	Pizza Base	
ACTIVITY 2	CONFECTIONERY	
2.1	Brandy Schnapps	
2.2	Toffees	
2.3	Puddings	
ACTIVITY 3	SIMPLE CAKES	
3.1	Demonstration and preparation of simple cake recipes	
3.2	Sponge, genoise, fatless, Swiss roll, muffins	
3.3	Fruit cakes	
3.4	Rich cakes, Dundee, Madeira	
3.5	Gateaux – variations – black forests, truffle, Dutch, Pineapple gateaux, Ganache, Strawberry gateaux	
ACTIVITY 4	PASTRY	
4.1	Demonstration and preparation of dishes using varieties of pastry	

ACTIVITY 5 ICINGS AND TOPPINGS

- 5.1 Butter Icing
- 5.2 Royal Icing
- 5.3 Gum paste
- 5.4 Fondant Icing
- 5.5 Marzipan

ACTIVITY 6 MOUSSE AND SOUFFLE

- 6.1 Common Mousses
- 6.2 Common Soufflés

*NOTE: there will be continuous assessment of skills being acquired through class work, practical & periodic assignments / project works / tests / orals etc.

*Laboratory Journal to be submitted at the end of each term for assessment

Reference Books:-

1. Professional Baking, Wayne Gisslen
2. Bakery materials & methods, A. R. Daniel
3. Ice Cream, Sophie Hale
4. Pizza Toppings, Hamlyn
5. Cake Icing & Decorating, Handship, Carole
6. Modern Cookery Vol I & Vol II, Thangam E. Philip
7. Understanding Baking, Joseph Amendola, Donald Lundberg
8. Bread, Eric Treuille & Ursula Ferrigrio
9. Basic Pastry Work Techniques, L. G. Nicollello & J. Dinsdall
10. Cake Icing & Decorating, Carole Handship

Pattern of Question Paper:-

(Second year B.Sc. Maritime Hospitality Studies)

Theory

First Term (Duration 2 hrs.)			Second Term (Duration 2 hrs.)		
Questions in Examination Paper	Units	Maximum Marks	Questions in Examination Paper	Units	Maximum Marks
Q - 1	1, 2,3	15	Q - 1	4,5,6	15
Q - 2	1	15	Q - 2	4	15
Q - 3	2	15	Q - 3	5	15
Q - 4	3	15	Q - 4	6	15
Total		60	Total		60

£ Marks obtained at the end of each term test shall be converted to out of 25 to the next integer for final calculation.

- Question no. 1 should be of short answer type questions having six sub questions (2 from each unit) of 3 marks each. Total 5 questions are to be attempted).
- Question 2, 3 & 4 should be from topics mentioned in the table total 3 sub questions to be attempted of 5 marks each out of the choice of 4 sub questions.

Conduct of Practical Examination

Maximum Marks 40
Duration 3 hrs.

- A candidate is supposed to make any two bakery products
- He / she shall make indent sheet and plan of work sheet for the products he / she is supposed to make
- Assessment will be done as follows -

Journal	Indent & Plan of Work Sheets	Texture	Eye Appeal	Taste	Personal Grooming, Cleaning & Securing	Viva - Voce	Flavour & Aroma
5	5	5	5	5	5	5	5

ENTREPRENEURSHIP SKILLS

Objectives:-

This subject is designed to develop entrepreneurship skills amongst students so that he/she can set up his/her own ventures in future career.

UNIT 1 ENTREPRENEUR

- 1.1 Who is an entrepreneur
- 1.2 Types of entrepreneur
- 1.3 Qualities expected from an entrepreneur
- 1.4 Organizations for entrepreneur development

10 Hours

UNIT 2 SERVICE MAKES THE DIFFERENCES

- 2.1 What is service
 - Challenges in Managing and Marketing service businesses
 - Nature of the Product
 - Customers role in production
 - People are part of the product
 - Maintaining quality control
 - The importance of time
 - Different Distribution Channel
 - Achieving superior service in a less than perfect world
- 2.2 Strategic Planning
 - Planning Challenges in Capacity Constraint business
- 2.3 Strategic Service vision
 - Targeting a Market segment
 - Focusing on service strategy
- 2.4 Delivering "on the service" promise
 - Keys to delivering good service
 - Service Disney style

10 Hours

UNIT 3 LONG TERM FINANCIAL DECISIONS

- 3.1 Nature of Long Term Financing Decisions
- 3.2 Financing through capital market instruments
- 3.3 Capital Market VS Money Market
- 3.4 Newer models of Financing
- 3.5 Financing through financial institutions
- 3.6 State level and all India level
- 3.7 Financial Institutions and its functions

10 Hours

UNIT 4 WORKING CAPITAL & FINANCING WORKING CAPITAL NEEDS

- 4.1 Working Capital
 - 4.1.1 Introduction to working capital
 - 4.1.2 Opening cycles
 - 4.1.3 Calculation of working capital
 - 4.1.4 Components of working capital approach

10 Hours

- 4.1.5 Operating cycle approach
- 4.1.6 Percentage of sales approach
- 4.1.7 Practical problems
- 4.1.7 Financing Working Capital Needs**
- 4.2 Working capital financing strategies
- 4.2.1 Bank Finance
- 4.2.2 Bank finance assessment and appraisal
- 4.2.3 Non-banking finance
- 4.2.4 Money market
- 4.2.5 Money market instruments
- 4.2.6

UNIT 5 THE TRAVEL, TOURISM INDUSTRY & GAMING INDUSTRY

10 Hours

- 5.1 Changing World
- 5.2 Nature of Travel and Tourism Industry
- 5.3 Inter relationships within Travel and Tourism Industry
- 5.4 Why people travel
- 5.5 Psychographic research
- 5.6 Social Impact of Travel
- 5.7 Planning for Tourism Development
- 5.8 Story of Gaming
 - Gaming in Cruise Liners
- 5.9 Casinos
 - Organization and Management
 - Casino Operations

UNIT 6 PROJECT EVALUATION

10 Hours

- 6.1 Project evaluation under general conditions

Reference Books:-

1. Entrepreneurship & Small Business Management, Siropolis, All India Publishers Distributors
2. Global Business Environments (Understanding Multicultural Behavior), Parhizgar, Kamal Dean; Jaico Publishing House (Published: 2003)
3. Ethics In Business And Management Concepts, RP Banerjee, Himalaya Publishing House
4. Ethics, Indian Ethos and Management, Balachandran; Wrox Press (Published: 2003)
5. Entrepreneurial Policies and Strategies, Mathew J. Manimala, Sage Publications Private Limited.
6. Effective Entrepreneurship Management, Anmol Publications
7. Entrepreneurship in the 21st Century, Rawat Publications
8. Development Banks and Entrepreneurship Promotion in India, Mittal Publications
9. Successful Entrepreneurship, Kanishka Publishers
10. Handbook of Entrepreneurship Development- An Entrepreneurs Guide to Planning, Starting, Developing and Managing a New Enterprise, Mangal Deep Publications

Pattern of Question Paper:- (Second year B.Sc. Maritime Hospitality Studies)

Theory

First Term (Duration 2 hrs.)			Second Term (Duration 2 hrs.)		
Questions in Examination Paper	Units	Maximum Marks	Questions in Examination Paper	Units	Maximum Marks
Q - 1	1, 2, 3	15	Q - 1	4, 5, 6	15
Q - 2	1	15	Q - 2	4	15
Q - 3	2	15	Q - 3	5	15
Q - 4	3	15	Q - 4	6	15
Total		60	Total		60

- £ Marks obtained at the end of each term test shall be converted to out of 25 to the next term for final calculation.
- Question no. 1 should be of short answer type questions having six sub questions (2 from each of 3 marks each. Total 5 questions are to be attempted).
 - Question 2, 3 & 4 should be from topics mentioned in the table total 3 sub questions attempted of 5 marks each out of the choice of 4 sub questions.

SKILLS

Objective

This subject is designed to impart a positive attitude and interpersonal skills required in day to day life in organization especially onboard ships. To develop sense of professional etiquettes in the student & to develop presentation skill amongst students to enable them to take higher responsibility during career progression.

GROUPS & COMMUNICATION IN GROUPS

10 Hours

UNIT 1

- 1.1 Introduction
- 1.2 Why Groups
- 1.3 Group Formation
- 1.4 Group think & its pitfall
- 1.5 Group Dynamics
- 1.6 Communication
- 1.7 Cooperation
- 1.8 Collaboration
- 1.9 Teams & how to make them effective

UNIT 2

LEADERSHIP AND SOCIETY

10 Hours

2.1

- 2.1 Society
- 2.2 Social Structure
- 2.3 Changing pattern in society & their impact on interpersonal relation
- 2.4 What is Conflict
- 2.5 Resolution of Conflict
- 2.6 Sources of interpersonal conflict
- 2.7 Interpersonal Conflict – Transactional Analysis, Johari Window
- 2.8 Strategies for resolving Interpersonal Conflict negotiations

UNIT 3

FRUSTRATIONS

10 Hours

3.1

- 3.1 What is frustration
- 3.2 Causes of Frustration
- 3.3 Effect of frustration
- 3.4 Solution for avoiding frustrations

UNIT 4

ORAL COMMUNICATIONS & LISTENING SKILLS

10 Hours

4.1

- 4.1 Use of appropriate language
- 4.2 Voice, Tone
- 4.3 Explaining, Justifying, Convincing
- 4.4 Expressing and Opinion
- 4.5 Arguing out a matter
- 4.6 Persuasive Skills
- 4.7 Pronunciation and Dictions
- 4.8 Taking down notes
- 4.9 Listening to Different points of view in a group
- 4.10 Relating use views of different persons

UNIT 5 TIME & STRESS MANAGEMENT

5.1 Time Management In Group

- 5.1.1 Time management skills in group for completion of a project
- 5.1.2 What factors lead to time loss, how can it be avoided
- 5.1.3 Time matrix
- 5.1.4 Urgent Vs Important Jobs

5.2 Stress Management In Groups

- 5.2.1 Stresses in work Group
- 5.2.2 How to control Emotions
- 5.2.3 Strategy to overcome Stress
- 5.2.4 Understanding Importance of Good Health to avoid stress

UNIT 6 ETHICS & SWOT ANALYSIS

- 6.1 What are ethics
- 6.2 How ethics help to ensure positive interpersonal relations
- 6.3 Personal Value Systems
- 6.4 Personal quality primer
- 6.5 Concept of SWOT analysis
- 6.6 How to do SWOT Analysis

Reference Books:-

1. **Human learning**, Jeanne. E.O, Third, 1999, Prentice Hall, New jersey
2. **Learning to learn**, Kenneth a kiewra, Nelson F. Dubois, 1998, Allyn and Bacon
3. **Basic Managerial Skills for all**, E.H. Megrath, Third, 1989, Prentice hall of India Ltd.
4. **Independent Study Techniques**, P.D. Kulkarni & B.B. Sharama, 1986, T.T.T.I., Chandigarh
5. **The handbook of project management**, Trevor L. Young, First, 1999,
6. **Project management**, Kogan Page, Michael Davies, Trainer's Guide, 1999, Kogan Page
7. **101 ways to better communication**, Elizabeth Hierney, 1st Edition, 2001, Kogan Page
8. **Improving individual performance**, Dean R. Spitzer, 1st, 1986, Educational Technology Pub. Jersey, USA.
9. **Organizational Behavior**, Fred Luthans, Sixth, 1992, McGraw Hill
10. **Managing Time**, Dr.R.L.Bhatia, First, 1994, Wheeler Publishing
11. **Manage Your Time**, Tim Hindle, 1998, Drling Kindersley
12. **Team Building**, Glenn Parker, First, 2002, Viva Books Pvt Ltd. Mumbai
13. **Leadership Training**, Elizabeth M. Christopher, First, 2002, Viva Books Pvt Ltd. Mumbai

Pattern of Question Paper:-
(Second year B.Sc. Maritime Hospitality Studies)

Theory

First Term (Duration 2 hrs.)			Second Term (Duration 2 hrs.)		
Questions in Examination Paper	Units	Maximum Marks	Questions in Examination Paper	Units	Maximum Marks
Q - 1	1, 2, 3	15	Q - 1	4, 5, 6	15
Q - 2	1	15	Q - 2	4	15
Q - 3	2	15	Q - 3	5	15
Q - 4	3	15	Q - 4	6	15
Total		60	Total		60

£ Marks obtained at the end of each term test shall be converted to out of 25 to the next integer for final calculation.

- Question no. 1 should be of short answer type questions having six sub questions (2 from each unit) of 3 marks each. Total 5 questions are to be attempted).
- Question 2, 3 & 4 should be from topics mentioned in the table total 3 sub questions to be attempted of 5 marks each out of the choice of 4 sub questions.

Objectives:-

To acquire computers knowledge pertaining to hospitality industry should be able to use Applications & understand data analysis regarding policy decisions of the hospitality management.

UNIT 1 COMPUTER FUNDAMENTALS

- Overview to Computer System
- Types of Computer
- Hardware and Software
- Types of Software
- Operating System : DOS and Windows 98/2000
- Application Software
- Representation of Data
- Components of a Computer-CPU, Memory
- Input and Output Devices-KeyBoard, Mouse, Monitors, Printers
- Storage Devices-Types of Storage Devices, Magnetic Storage Devices, Optical Storage Devices

UNIT 2 OPERATING SYSTEMS (WINDOWS)

- Starting WINDOWS
- Exploring the Desktop
- The Start Button
- Moving and Sizing Windows
- Arranging Windows
- Shortcuts
- Shutting Down Windows
- Windows Tools
- My Computer
- Windows Explorer
- Copying Files
- Using Send To
- Creating, Renaming and Deleting Folders
- Copying, Deleting, Moving and Renaming Files
- Find Files and Folders
- Word Pad
- Opening and Saving File
- Editing Document and Formatting Text
- Previewing and Printing Document
- Recycle Bin
- Help

UNIT 3

MS WORD**10 Hours**

- Introduction to Office Tools:
- Introduction to Word Processing: Introduction to MS Word
- Creating and Formatting a Document
- Auto Text, Auto Complete and autocorrect
- Grammar and Spell Check
- Changing font and Type Sizes
- Inserting and Sizing a Document
- Opening and Saving a Document
- Printing and Previewing a Document
- Finding and Replacing Text
- Creating and Removing the Hyper Link
- Creating Reports and Tables.
- Template (Letter, Fax, Memo, Report)
- Introduction to Office Tools:

UNIT 4

MS EXCEL**10 Hours**

- Introduction to Electronic Spread Sheet
- Introduction to Microsoft Excel Creating and Formatting a Worksheet
- Inserting Data into Worksheet
- Entering Formulas and Functions
- Types of Charts
- Creating Charts
- Moving and Sizing Charts
- Copying a Chart
- Using Auto Fill
- Splitting Windows and Freezing Panes
- Using Goal Seek

UNIT 5

POWER POINT**10 Hours**

- Introduction to Presentation Program
- Introduction to Microsoft Power Point
- Creating a Presentation
- Features of Power Point
- Auto Content Wizard
- Viewing and Editing a Presentation
- Inserting, Moving, Hiding and Deleting Slides
- Inserting Pictures and Clip Art.
- Opening, Saving and Printing a Presentation
- Creating and Enhancing a Table
- Slide Layouts
- Modifying the Slide and Title master
- Adding Transition and Build Effects
- Introduction to Presentation Program
- Introduction to Microsoft Power Point

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UNIT 6 INTERNET AND E-MAIL APPLICATIONS

- What is Internet - History and Uses of Internet - Connecting to Internet - Direct Access and Direct Access - Domains and Addresses
- Using the World Wide Web
- Internet Browser and Browsing the Web
- Services on Internet
- E-mail Services
- Search Engines
- Chat Services.
- Hospitality Software

*NOTE: there will be continuous assessment of skills being acquired through class work, practical & projects, assignments / project works / tests / orals etc.

*Laboratory Journal to be submitted at the end of each term for assessment

Reference Books:-

1. Computer Fundamentals, Sawtandar Singh, Kalyani Publishers
2. Computer Concepts Windows and MS Office, Vikas Publishing House
3. Computer Application in Business, T.D. Malhotra, Kalyani Publishers
4. MS Windows At a Glance, Nesbitt, BPB Publications

Pattern of Examination –
(Second Year B.Sc. Maritime Hospitality Studies)

Conduct of Practical Examination

Maximum Marks 50

Scheme of Marking

Journal	Viva-voce	Online Examination
10	10	30

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TEACHING AND EXAMINATION SCHEME FOR DEGREE COURSE.							
COURSE NAME : B.Sc. MARITIME HOSPITALITY STUDIES							
DURATION OF COURSE : THREE YEAR							
YEAR: THIRD YEAR							
FULL TIME / PART TIME: FULL TIME							
SR. NO.	CORE SUBJECT	TEACHING SCHEME		EXAMINATION SCHEME & MAXIMUM MARKS			
				THEORY		PRACTICAL	
		TH	PR	Internal Assessment	Final Exam	Internal Assessment	Final Exam
1	Maritime Studies – Paper III (Maritime Legislation & Shipboard Computer Application)	60	40	20	80	25	50
2	Food Production – Paper III (Advance Food Production)	60	120	20	80	25	50
3	Food & Beverages – Paper III (F&B Management)	60	-	20	80	-	-
4	Accommodation and Facility Management – Paper III (Housekeeping Management)	60	-	20	80	-	-
5	Cost and Financial Management – Paper III (Financial Management)	60	-	20	80	-	-
	ALLIED SUBJECT						
6	Principals of Management	60	-	20	80	-	-
7	Human Resources Management	60	-	20	80	-	-
8	Strategic Management	60	-	20	80	-	-
9	Project	-	60	-	-	-	50
Total		480	220	160	640	50	150

INSTITUTIONS HOURS PER WEEK : 35 HRS

TOTAL MARKS : 1000

- 16 to 20 weeks of Industrial Training at any Hotels / Hospitality outlets or off shore installation to be conduct in T.Y. B.Sc.
- Teaching Scheme is for 20 weeks duration.
- Candidate have to Secure minimum 50% marks in the industrial training and minimum of Grade 'B' in project to declare pass.

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5765
O— A candidate for being eligible for admission to the examination for third year examination in maritime hospitality studies shall produce testimonials of having kept two years in the college/ institute.

5766
O— A candidate who has appeared for third year but has failed to pass the Industrial training in any sector of hospitality sector will not be declared to have passed third year unless the candidate has completed his/ her Industrial interface.

5882
R— The following are the syllabi in various subjects of third year in Maritime Hospitality Studies

MARITIME STUDIES – PAPER III (Maritime Legislation & Shipboard Computer Application)

Objectives:-

This subject expresses the student to Maritime Legislation pertaining to International & National Laws and Shipboard Computer Application.

Theory 10 Hours
Practicals

UNIT 1 1.1 INTERNATIONAL MARITIME ORGANISATION

- 1.1.1 IMO
- 1.1.2 ILO Convention No. 68, 69
- 1.1.3 ISM Code
- 1.1.4 ISPS
- 1.1.5 Quality Management
- 1.1.6 STCW 95
- 1.1.7 Port State Control
- 1.1.8 Drug, Alcohol Policy, Health Hazards

1.2 IMPLEMENTATION OF MERCHANT SHIPPING (RECRUITMENT AND PLACEMENT OF SEAFARERS) RULE 2005

- 1.2.1 MS Act 1958
 - Overview
 - Section 95 (registration of recruitment and placement agencies)
 - Part VII (Employment of seafarers Indian Flag Vessels)
- 1.2.2 Recruitment and placement rules, 2005
 - Introduction and definitions
 - Significance of the RPS, Rules, 2005
 - Purpose of the rule
 - Benefit to seafarers under the rule
 - Responsibilities of employer
 - Rights and responsibilities of the seafarer
 - How to access information regarding registered recruitment and placement agencies
- 1.2.3 Article of Agreement (Indian Ships)
 - Lecture on general content of agreement
 - Responsibilities of employer and seafarer
 - Discussion on the content
- 1.2.4 Article of Agreement (foreign flag ship)
 - Lecture on general content of agreement
 - Relevance of RPS, Rule 2005 on foreign ships

- Responsibilities of foreign employer & seafarer
- Discussion on the content

1.3 MARPOL - 73 / 78

- 1.3.1 Annexure II
- 1.3.2 Annexure III
- 1.3.3 Annexure IV
- 1.3.4 Annexure V
- 1.3.5 Annexure VI

INDIAN MARITIME LAW

10 Hours

UNIT 2

- 2.1 Marine Insurance
- 2.2 UNCLOS & its principles
- 2.3 Territorial waters, contiguous zone and EEZ
- 2.4 Pollution damage & compensation
- 2.5 National Maritime Board Agreement
- 2.6 General conditions regulating hours of work
- 2.7 Period of rest
- 2.8 National Maritime Board Agreements
- 2.9 Scale of Provisions for seamen
- 2.10 Provident Fund
- 2.11 Personal Injury, death

UNIT 3

SHIPBOARD OIL POLLUTION EMERGENCY PROCEDURES (SOPEP)

10 Hours

UNIT 4

SHIPBOARD COMPUTER APPLICATION

10 Hours

10 Hours

4.1 Basic Hardware Familiarization

- Handling the computer and peripherals
- Booting the computer, common start up errors and their remedies. Connecting peripherals – keyboard, mouse, monitor, power cables, UPS to the computer and checking all connections
- Keyboard layout and functions of different keys
- Proper shut down of PC precautions to avoid an improper shut down
- Identifying the different hardware parts in the PC
- Determining the configuration of the PC

4.2 Operating System

- The Windows Operating System
- Handling files and folders
- Creating, opening, renaming, and deleting files and folders.
- Performing searches for specific files and folders
- Using common keyboard shortcuts to speed up operations
- Using windows help
- Installation / uninstalling of software
- Copying and burning of CDs
- Using win zip software
- Internet and using browser like explorer
- Using email application program
- Antivirus software's and removal of virus from PC's networks

4.3 MS – Word

- Creating and saving documents in MS-Word
- Opening, finding, renaming, files and folders
- Using page setup, print preview and print commands
- Paragraph options, bullets & numbering
- Format, text using various options in formatting toolbar
- Checking spelling & grammar in the document
- Using headers & footers
- Inserting symbols & pictures
- Creating tables in MS Word

4.4 MS-Excel

- Creating workbooks, working with rows, columns, cells and worksheets
- Inserting pictures, graphics
- Formatting of cells
- Using conditional formatting on data in cells

4.5 Advanced MS Office Features and Document Management

4.5.1 MS Word

- Mail Merge, Embedding objects in word
- Master the tools to organize, edit, format, and present your content
- Create visual impact with pictures, diagrams, tables, 3-d effects, and link charts, tables and graphs to live data. Creating hyperlinks to other documents

4.5.2 MS – Excel

Writing formulas, using logical and trigonometric functions, data sorting and filtering, using fill series, freezing window panes, creating chart and embedding them in excel documents

4.5.3 Document Management : Using document Management Software's to scan documents and store in the right files and folders

4.6 Shipboard Applications / Databases

4.6.1 Shipboard applications

- Creating and updating crew list
- Account of wages
- Work done report
- Provision inventory and accounting
- Planned maintenance system, inventory control of spares

4.6.2 Data base

- Making use of database to store and retrieve data
- Running a query on the stored data

GENERAL ENGINEERING KNOWLEDGE

10 Hours

- 5.1 Engineering Dept. Organisation onboard ships
- 5.2 Duties & responsibilities of engine room personnel Onboard
- 5.3 Various machinery in Engine Room & their purpose
- 5.4 General Engine Room Layout
- 5.5 Ships emergencies & actions
- 5.6 Cold & hot water system onboard
- 5.7 Various leakage stopping material used onboard
- 5.8 Emergencies in engine room & action
- 5.9 Shipboard Maintenance
- 5.10 Corrosion
- 5.11 Paints, Pigments, Vehicles
- 5.12 Surface preparation
- 5.13 Maintenance of galley equipment

06 Hours

EMERGENCY DRILLS

- 6.1 Lifeboat drills
- 6.2 Fire drills
- 6.3 Pollution drills

10Hours

12 Hours

Total

60 Hours

40 Hours

There will be continuous assessment of skills being acquired through class work, practical & periodic assignments / project works / tests / orals etc.

Laboratory journal to be submitted at the end of each term for assessment

Reference Books:-

- Safety and Survival at Sea, by LEE, ECB & Others, New York, WW Norton and co.
- Model course crowd management, IMO, London
- Solas (as amended), Sterling Book House
- Relevant DG Shipping MS notices and training circulars

Form of Question Paper:-

3rd year B.Sc. Maritime Hospitality Studies)

Internal Assessment

Total three class tests (of 20 marks each) to be conducted by faculty during the academic year. Total score of 60 marks of these class tests shall be converted to 20 to next integer for final calculation.

These class tests should be conducted after completion of every two units.

Form of Final Examination Question Paper**FINAL EXAMINATION (DURATION 3 HOURS)**

Questions in Examination Paper	Units	Maximum Marks	Remarks
Q-1	1 to 6	20	Short answer type questions. Total 10 sub question of 2 marks each to be attempted from a choice of 15 sub questions

Q -2	1	10	Descriptive questions. Two sub questions of 5 marks each to be attempted from a choice of 3 sub question
Q -3	2	10	Descriptive questions. Two sub questions of 5 marks each to be attempted from a choice of 3 sub question
Q -4	3	10	Descriptive questions. Two sub questions of 5 marks each to be attempted from a choice of 3 sub question
Q -5	4	10	Descriptive questions. Two sub questions of 5 marks each to be attempted from a choice of 3 sub question
Q -6	5	10	Descriptive questions. Two sub questions of 5 marks each to be attempted from a choice of 3 sub question
Q -7	6	10	Descriptive questions. Two sub questions of 5 marks each to be attempted from a choice of 3 sub question

Conduct of Practical Examination

Internal

Maximum Marks 25
Duration 2 hrs.

- Candidate shall be assessed on the basis of his / her ability to use shipboard computer applications, journals and viva-voce.

External

Maximum Marks 50
Duration 2 hrs.

- Candidate shall be assessed by internal faculty and external examiner as follows:

Journal	Viva-voce	Shipboard Computer Application	Emergency Drills
10	10	20	10

- Internal faculty will assess journal and emergency drills and external examiner will assess in viva-voce and shipboard computer application.

**FOOD PRODUCTION – PAPER III
(ADVANCE FOOD PRODUCTION)**
**Marks 100
Contact Hours 60**
Objectives:-

The subject is designed to equip students with the techniques of managing food production department efficiently and effectively and to train students for bulk and regional Indian cooking in different sectors of hospitality.

- UNIT 1 KITCHEN ORGANIZATION AND MANAGEMENT 10 Hours**
- 1.1 Kitchen Organization of Star Category Hotels Vs Galley of a First Class Cruise Ships/ Vs Galley of a Merchant Vessel
- 1.2 Management of Kitchen of Star Category Hotels Vs Galley of a First Class Cruise Ships/ Vs Galley of a Merchant Vessel
- 1.3 Maintaining records/Reports/Log Book/Sign-on/ Sign-off records/Approval Forms/Attendance register/ Standard Recipe file/Accident record/ communication with other department/Minutes of Meeting

- UNIT 2 PRODUCTION MANAGEMENT 10 Hours**
- 2.1 Production Load, Duty Roasters, Task Analysis
- 2.2 Production Planning and scheduling
- 2.3 Production Quality and Quantity
- 2.4 Standard Recipes
- 2.5 Evolving new recipes and trials

- UNIT 3 QUANTITY FOOD PRODUCTION – EQUIPMENT 10 Hours**
- 3.1 **Equipment**
- 3.1.1 Equipment required for mass/ volume feeding.
- 3.1.2 Heat and cold generating equipment
- 3.1.3 Care and maintenance of these equipments
- 3.1.4 Modern developments in equipment manufacture
- 3.1.5 Introduction to Equipment & this layout in larger section
- 3.2 **Menu Planning**
- 3.2.1 Basic principles of menu planning – recapitulation
- 3.2.2 Points to consider in menu planning for various volume feeding outlets such as industrial, institutional, mobile catering units.
- 3.2.3 Planning Menus for
- School/ College students
 - Industrial workers
 - Hospitals
 - Outdoor parties
 - Theme dinners
 - Transport Facilities, cruise lines, airlines, railway
- 3.2.4 Nutritional factors for the above

- UNIT 4 QUANTITY FOOD PRODUCTION - PLANNING 10 Hours**
- 4.1 Principles of indenting for volume feeding

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- 4.2 Portion sizes of various items for different types of volume feeding
- 4.3 Modifying recipes for indenting for large scale catering
- 4.4 Practical difficulties while indenting for volume feeding
- 4.5 Principles of planning for quantity food production with regard to:
 - Space allocation
 - Equipment selection
 - Staffing

UNIT 5 VOLUME FEEDING

- 5.1 Institutional and Industrial Catering
 - Types of Institutional and Industrial Catering
 - Problems associated with this type of catering
 - Scope for development and growth
- 5.2 Hospital Catering
 - Highlights of Hospital Catering for patients, staff, visitors
 - Diet menu's and nutritional requirements
- 5.3 Off premises catering
 - Reasons for growth and development
 - Menu planning and Theme parties
 - Concept of a central production unit
 - Problems associated with off premises catering
- 5.4 Mobile catering
 - Characteristics of Sea, Airlines and Rail caterings
 - Branches of mobile catering
- 5.5 Quantity purchase and storage
 - Introduction to purchasing
 - Purchasing system
 - Purchase specifications
 - Purchasing techniques
 - Storage

UNIT 6 REGIONAL INDIAN CUISINE

- 6.1 Introduction to regional cuisines
- 6.2 Heritage of Indian cuisine
- 6.3 Factors that effect eating habits in different parts of the country
- 6.4 Cuisine and its highlights of different states/ regions/ communities to be discussed:
 - Geographical location
 - Historical background
 - Seasonal availability
 - Special equipments
 - Staple diet
 - Specialty cuisines for festivals and special occasions

ADVANCED FOOD PRODUCTION - PRACTICALS
(Regional Cuisines)Marks 75
Contact Hours 120

Out of total 12 activities / practical for academic year, 10 activities / practical are compulsory for each student.

ACTIVITY 1

AVADH 1

- a) Tomato Shorba
- b) Murg Wajidali
- c) Malai Kofta
- d) Sheermal
- e) Sevian ka Muzaafar

AVADH 2

- a) Panna
- b) Machchli ka Salan
- c) Paneer Chaman
- d) Tandoori Roti
- e) Phirni

ACTIVITY 2

TAMILNADU 1

- a) Rasam
- b) Kozhi Chettinad
- c) Avrakkai Poriyal
- d) Lemon Rice
- e) Paal Poli

TAMILNADU 2

- a) Dosa
- b) Sambar
- c) Erha Kari
- d) Avial
- e) Masaru Anna
- f) Kesari Pysam

ACTIVITY 3

PUNJABI 1

- a) Kanji
- b) Makhani Chooze
- c) Dal Makhni
- d) Kadai Paneer
- e) Tandoori Roti
- f) Kesari Kheer

PUNJABI 2

- a) Aloo Chat
- b) Fish Amratsari
- c) Sarson Ka Saag
- d) Makki ki Roti
- e) Chole Bathure
- f) Gajar Halwa

ACTIVITY 4

KERALA 1

- a) Puli Rasam
- b) Kozhi Varthakar:
- c) Kootu
- d) Malabari Paratha
- e) Purupu Pysam

KERALA 2

- a) Appam
- b) Meen Curry
- c) Veg. Stew
- d) Payaru Thoran
- e) Paal Pysam

ACTIVITY 5

HYDERABAD 1

- a) Shammi Kabab
- b) Gosht Banajara
- c) Paneer Pasanda
- d) Saffron PULao
- e) Qubhani ka Meetha

HYDERABAD 2

- a) Chappali Kabab
- b) Murg Zaffrani
- c) Baghare Baingan
- d) Bakarkhani
- e) Sahi Tukra

ACTIVITY 6

GOA 1

- a) Amboti Saar
- b) Goan Fish Curry
- c) Prawn Balchao
- d) Cabbage Foogath
- e) Rice
- f) Dodal

GOA 2

- a) Chicken Cafareal
- b) Pork Vindaloo
- c) Vegetable Caldien
- d) Sanna
- e) Dosh

ACTIVITY 7

RAJASTHAN 1

- a) Machchli ka soola
- b) Murg ke Boothe
- c) Paneer Mircha
- d) Phulka
- e) Rice
- f) Jalebi

RAJASTHAN 2

- a) Mahi Kabab
- b) Lal Maans
- c) Gatte ka Saag
- d) Pulka
- e) Rice

ACTIVITY 8

BANGALI 1

- a) Nimki
- b) Kosha mangsho
- c) Ghughi
- d) Lucchi
- e) Rice

BANGALI 2

- a) Macher Jhol
- b) Potler Dalma
- c) Cholar Dal
- d) Rice
- e) Rasgulla

ACTIVITY 9

MAHARASHTRA 1

- a) Kokam Saar
- b) Mutton Kolhapuri
- c) Kothambir Vadi Rasa
- d) Thali Pith
- e) Shreekhanda

MAHARASHTRA 2

- a) Koshimbir
- b) Kombi Chacooty
- c) Matki Chi Usal
- d) Amti
- e) Pooran Poli

ACTIVITY 10

KARNATAKA 1

- a) Kuduta Saar
- b) Kozhi Curry
- c) Kai Kajpu
- d) Rice
- e) Chiroti

KARNATAKA 2

- a) Tomato Saar
- b) Kori Gassi
- c) Masuru Anna
- d) Masala Badane Kayi
- e) Mysoor Pak

ACTIVITY 11

KASHMIR 1

- a) Kashmiri Shorba
- b) Mutton Roganjosh
- c) Navratan Khorma

- d) Kashmiri Pulao
- e) Machama

KASHMIR 2

- a) Mint Shorba
- b) Murgh Dhaniwal Korma
- c) Dum Aloo Kashmiri
- d) Saffron Pulao

ACTIVITY 12

GUJRAT 1

- a) Patra
- b) Flower and Tamata Shak
- c) Undio
- d) Theplas
- e) Doodha Pak

GUJRAT 2

- a) Dhokla
- b) Vaigan Shak
- c) Gujrathi Kadhi
- d) Poori
- e) Amrakhand

*NOTE: there will be continuous assessment of skills being acquired through class work, practical assignments / project works / tests / orals etc.

*Laboratory Journal to be submitted at the end of each term for assessment

Reference Books:-

1. **Professional Cooking**, 4th, 1992, John Weily & Sons 605; 3rd Avenue, N. Y.
2. **Professional Baking**, Wayne Gisselen, 2nd, 199, John Weily & Sons 605, 3rd Avenue, N. Y.
3. **Theory of Catering**, Kinton Ceserani, 7th, 1996, Hodder & Stoughton Educational, 338, Euston London
4. **Food Commodities**, Bernard Davis, 4th, 1998, William Heinmen Ltd. 15, Queens Street, May Fair London
5. **Basic Cookery The Process Approach**, Daniel R. Stevenson, 5th, 1997 Stanley Thornes Ltd, 200 Station Drive, England.
6. **Basic Cookery – The Process Approach**, Daniel R. Stevenson, 5th, 1997,
7. **Kitchen a float galley management & meal preparation**, Joy Smith, 2002, Warsash Nautical Books, Dibles Road, Warsash, Sonthampton 5031, 9 H2, UK
8. **Cruising Cuisine**, Kay Pastorius, 1997, Warsash Nautical Books 6, Dibles Road, Warsash, Sonthampton 5031, 9 H2, UK
9. **The care & feeding of sailing crew**, Lin Pardey with Larry Pardey, 1995, Warsash Nautical Books, Dibles Road, Warsash, Sonthampton 5031, 9 H2, UK
10. **Professional Chef**, American Culinary Institute, 1996, John Wiley & sons, New York.
11. **Theory of Cookery**, Krishna Arora, 1988, New Delhi, Frank Bros. & Co.
12. **The Art & Science of Culinary Preparation**, Jerald W. Chesser, 2003, Education Institute of America Culinary Federation.

Pattern of Question Paper:-
(Third year B.Sc. Maritime Hospitality Studies)

Internal Assessment

- Total three class tests (of 20 marks each) to be conducted by faculty during the academic year.
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Pattern of Final Examination Question Paper

FINAL EXAMINATION (DURATION 3 HOURS)

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Conduct of Practical Examination

Assessment of Internal Examination

Maximum Marks 25

Duration 4 hrs.

- Candidate will be given a menu comprising of four dishes
- Indent sheets and plan of work sheet to be filled by the candidates of the menu he gets.
- He / she is supposed to collect indents, prepare and present the dishes in the menu within stipulated time.
- Cleaning & securing equipment and working area is also to be done within stipulated time.
- Assessment will be done as follows –

Personal Grooming	Colour	Consistency	Taste	Texture
5	5	5	5	5

Assessment for External Examination

Maximum Marks 50

Duration 4 hrs.

Journal	Indent & Plan of work sheet	Colour	Consistency	Taste	Texture	Viva Voce	Personal Grooming Cleaning & Securing
5	5	8	7	8	7	5	5

Examination to be assessed by internal faculty and external examiner, Internal faculty shall assess Journal, Indent and plan of worksheet and personal grooming cleaning and securing and external examiner shall assess colour, consistency taste, texture and viva – voce.

Objectives:-

This subject helps students, to gain knowledge about various control measures, calculation of break even analysis and inventory control of food, beverage (alcoholic and non alcoholic).

COST DYNAMICS**UNIT 1**1.1
1.2

Elements of Cost
Classification of Cost

10 Hours

SALES CONCEPT**UNIT 2**2.1
2.2

Various Sales Concept
Uses of Sales Concept

10 Hours

F&B CONTROL**UNIT 3**

3.1

Inventory Control

10 Hours

3.1.1

Importance

3.1.2

Objective

3.1.3

Methods

3.1.4

Levels and Techniques

3.1.5

Perpetual Inventory

3.1.6

Monthly Inventory

3.1.7

Pricing of Commodities

3.1.8

Comparison of Physical and Perpetual Inventory

3.2

Beverage Control

3.2.1

Purchasing

3.2.2

Receiving

3.2.3

Storing

3.2.4

Issuing

3.2.5

Production Control

3.2.6

Standard Recipe

3.2.7

Standard Portion Size

3.2.8

Bar Frauds

3.2.9

Books Maintained

3.2.10

Beverage Control

3.3

Sales Control

3.3.1

Procedure of Cash Control

3.3.2

Machine System

3.3.3

ECR

3.3.4

NCR

3.3.5

Pre Set Machines

3.3.6

POS

3.3.7

Reports

3.3.8

Thefts

3.3.9

Cash Handling

UNIVERSITY OF MUMBAI

3.4 Budgetary Control

- 3.4.1 Define Budget
- 3.4.2 Define Budgetary Control
- 3.4.3 Objectives
- 3.4.4 Frame Work
- 3.4.5 Key Factors
- 3.4.6 Type of Budget
- 3.4.7 Budgetary Control

UNIT 4

4.1 Variance Analysis

- 4.1.1 Standard Cost
- 4.1.2 Standard Costing
- 4.1.3 Cost Variances
- 4.1.4 Material Variances
- 4.1.5 Labour Variances
- 4.1.6 Overhead Variances
- 4.1.7 Fixed Overhead Variance
- 4.1.8 Sales Variance
- 4.1.9 Profit Variance

4.2 Break Even Analysis

- 4.2.1 Breakeven Chart
- 4.2.2 PV Ratio
- 4.2.3 Contribution
- 4.2.4 Marginal Cost
- 4.2.5 Graphs

UNIT 5 MENU AS A MANAGEMENT TOOL

5.1 Menu Merchandising

- 5.1.1 Menu Control
- 5.1.2 Menu Structure
- 5.1.3 Planning
- 5.1.4 Pricing of Menus
- 5.1.5 Types of Menus
- 5.1.6 Menu as Marketing Tool
- 5.1.7 Layout
- 5.1.8 Constrains of Menu Planning

5.2 Menu Engineering

- 5.2.1 Definition and objectives
- 5.2.2 Methods
- 5.2.3 Advantages

UNIT 6 MIS (MANAGEMENT INFORMATION SYSTEM)

- 6.1 Reports
- 6.2 Calculation of Actual Cost
- 6.3 Daily Food Cost

- 6.4 Monthly Food Cost
- 6.5 Statistical Revenue Reports
- 6.6 Cumulative and Non Cumulative

Reference Book:-

1. Professional Food & Beverage Service Management, Brian Varghese
2. Food & Beverage Service, Sudhir Andrews
3. Food and Beverage Service, Dennis Lillicrap, John Cousins Robert Smith, Fifth, 1998, Hodder and Stoughton Educational, 338 Euston Road, London
4. The International Guide to Drinks, United Kingdom Bartenders' Guild, 1994, Vermilion, Random House, 20 Vauxhall Bridge road, London SW 1V2SA
5. The Cant Go Wrong Book of Drinks, Shatbhi Basu, First, 1999, Business Publications Inc., 229/A, Kantiaveer Rajguru Marg, Girgaon, Mumbai
6. The World Atlas of Wine, Hugh Johnson, Fourth, 1994, Mitchell Beazley, Michelin House, 81 Fulham Road, London SW3 6RB
7. The Penguin Wine Book, Pamela Vinoyke Prile, First, 1984, Allen Lane Penguin Books Ltd. 536, Kings Road, London SW10 0UH
8. The Book Of Wine, Stuart Walton, First, 1997, Joanna Lorenz Annez Publishing Ltd., Hermes House, 88-89 Black Friars Road, London SE1 SHA
9. The New Wine Companion, David Burroughs and Norman Bezzant, Second, Wine and Spirits Education Trust
10. Spirits and Liquors, Rosalind Cooper, First, 1982 M.P Books, P.O Box 5367, Tucson, AZ 8573
11. Pocket Wine Book, Hugh Johnson, Twentieth, 1997, Mitchell Beazley, Michelin House, 81 Fulham Road, London SW3 6RB
12. Food Service Facilities and Planning, Edward A Kazarian, Third, 1989, John Wiley and Sons
13. Food and Beverage Management, Bernard Davis, Edward Lockwood, Second, 1994, Butterworth Heinemann
14. Waiter and Waitres Training Manual, Sandra J. Dalmer, Kurt W. Kohl, Fourth, 1996, John Wiley
15. Marketing by Menu, Nancy Loman Scanlon, Third, 1999, John Wiley
16. How to Manage a successful bar, Christopher Egerton Thomas, 1994, John Wiley

Pattern of Question Paper:- (Third year B.Sc. Maritime Hospitality Studies)

Theory Internal Assessment

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ACCOMMODATION & FACILITY MANAGEMENT (HOUSEKEEPING MANAGEMENT)

Marks 100
Contact Hours 60

Objectives:-

This course aims to establish the importance of Accommodation and Facility Management within the Hospitality Industry. It also equips the student to acquire knowledge skills necessary to successfully identify the required standards in this area and to consider all aspects of cost control & establish profitability.

UNIT 1 HOTEL – DESIGN & PLANNING

10 Hours

- 1.1 Hotel Design
 - 1.1.1 Design Consideration
 - 1.1.2 Attractive Appearance
 - 1.1.3 Efficient Plan
 - 1.1.4 Good Location
 - 1.1.5 Suitable Material
 - 1.1.6 Good workmanship
 - 1.1.7 Sound Financing
 - 1.1.8 Competent Management
- 1.2 Interior Decoration
 - 1.2.1 Elements of decoration
 - 1.2.2 Colour & its role in décor – types of colour scheme
 - 1.2.3 Windows & window treatment
 - 1.2.4 Lighting & lighting fixtures
 - 1.2.5 Floor finisher
 - 1.2.6 Carpets
 - 1.2.7 Furniture & fittings
 - 1.2.8 Accessories
- 1.3 Back Area
 - 1.3.1 Laundry
 - Commercial & onsite laundry
 - Flow process of Industrial at Laundry – OPL
 - Stages in the wash cycle
 - Laundry equipment & machines
 - Layout of the laundry
 - Laundry Agents
 - Dry cleaning
 - Guest laundry / valet service
 - Stain removal
- 1.4 Staff Locker Room
 - 1.4.1 Design & layout
 - 1.4.2 Legal Requirements
- 1.5 Receiving Areas
 - 1.5.1 Design & Layout

10 Hours

UNIT 2 PLANNING AND ORGANISING THE HOUSE KEEPING DEPARTMENT

- 2.1 Area inventory list
- 2.2 Frequency schedules
- 2.3 Performance and Productivity standards
- 2.4 Time and Motion study in House Keeping operations
- 2.5 Standard Operating manuals – Job procedures
- 2.6 Job allocation and work schedules

- 2.7 Calculating staff strengths & planning duty rosters, team work and leadership in House Keeping
- 2.8 Training in HKD, devising training programmes for HK staff
- 2.9 Inventory level for non recycled items
- 2.10 Budget and budgetary controls
- 2.11 The budget process
- 2.12 Planning capital budget
- 2.13 Planning operation budget
- 2.14 Operating budget – controlling expenses – income statement
- 2.15 Purchasing systems – methods of buying
- 2.16 Stock records – issuing and control
- 2.17 Contract services – advantages & disadvantages
- 2.18 Types & guidelines for hiring contract services

UNIT 3 FLOWER ARRANGEMENT AND INDOOR PLANTS

- 3.1 Flower arrangement in Hotels
- 3.2 Equipment and material required for flower arrangement
- 3.3 Conditioning of plant material
- 3.4 Styles of flower arrangements
- 3.5 Principles of design as applied to flower arrangement
- 3.6 Selection and care

UNIT 4 COMPOSTION, CARE AND CLEANING OF DIFFERENT SURFACES

- 4.1 Metals
- 4.2 Glass
- 4.3 Leather, Leatherites, Rexines
- 4.4 Plastic
- 4.5 Ceramics
- 4.6 Wood
- 4.7 Wall finishes
- 4.8 Floor finishes

UNIT 5 WATER AND WASTEWATER SYSTEMS

- 5.1 Outline major water heating concerns and options
- 5.2 Identify various water system maintenance concerns
- 5.3 Describe issues associated with swimming pool water systems
- 5.4 Explain why hospitality operations should implement water conservation practices carefully

UNIT 6 ENERGY MANAGEMENT & CONSERVATION

- 6.1 General guidelines for energy conservation in
 - Kitchen
 - Maintenance Department
 - Housekeeping Department, Back & front areas
 - F&B Service
 - Other Departments
- 6.2 Legal requirements for commercial establishment
- 6.3 Energy Audits

Pattern of Question Paper:-
(Third year B.Sc. Maritime Hospitality Studies)

Theory Internal Assessment

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COST & FINANCIAL MANAGEMENT – PAPER III
(FINANCIAL MANAGEMENT)

Objectives:-

This subject is designed to bring awareness of the role of financial management for organization, different financial ratios and their implementations and Budgets and budgetary control.

UNIT 1 FINANCIAL MANAGEMENT**1.1 Meaning And Scope**

- 1.1.1 Meaning of business finance
- 1.1.2 Meaning of financial management
- 1.1.3 Objectives of financial management

1.2 Financial Statement – Analysis and Interpretation

- 1.2.1 Meaning and types of financial statements
- 1.2.2 Techniques of financial analysis
- 1.2.3 Limitations of financial analysis
- 1.2.4 Practical Problems

UNIT 2 RATIO & FINANCIAL STATEMENT ANALYSIS**2.1 Ratio Analysis**

- 2.1.1 Meaning of ratio
- 2.2.2 Classification of ratios
- 2.2.3 Profitability ratios
- 2.2.4 Turnover ratios
- 2.2.5 Financial ratios
- 2.2.6 Du Pont control chart
- 2.2.7 Practical Problems

2.2 Funds Flow Analysis

- 2.2.1 Meaning of funds flow statement
- 2.2.2 Use of funds flow statement
- 2.2.3 Preparation of funds flow statement
- 2.2.4 Treatment of provision for taxation and proposed dividends (as non-current liabilities)

2.3 Cash Flow Analysis

- 2.3.1 Meaning of Cash flow statement
- 2.3.2 Preparation of cash flow statement
- 2.3.3 Difference between cash flow and funds flow analysis
- 2.3.4 Practical problems

UNIT 3 FINANCIAL PLANNING – MEANING AND SCOPE

- 3.1 Meaning of Financial Planning
- 3.2 Meaning of Financial Plan
- 3.3 Capitalization
- 3.4 Practical Problems

10 Hours

- UNIT 4 CAPITAL EXPENDITURE**
 4.1 Meaning of Capital Structure
 4.2 Factors Determining Capital Structure
 4.3 Point of Indifference
 4.4 Practical Problems

10 Hours

- UNIT 5 WORKING CAPITAL MANAGEMENT**
 5.1 Concept of Working Capital
 5.2 Factors determining working capital needs
 5.3 Over trading and under trading

10 Hours

- UNIT 6 BASICS OF CAPITAL BUDGETING**
 6.1 Importance of Capital Budgeting
 6.2 Capital Budgeting appraising methods
 6.3 Payback Period
 6.4 Average rate return
 6.5 Net Present Value
 6.6 Profitability Index
 6.7 Internal Rate of Return
 6.8 Practical Problems

Reference Books:-

1. **Financial Management**, Viva Books
2. **Strategic Financial Management**, Deep and Deep Publications
3. **Effective Financial Management**, Anmol Publications
4. **Financial Management**, Anmol Publications
5. **Financial Management**, IM Pandey, Vikas Publishing House (Published: 1999)
6. **Financial Management**, Agarwal; Banerjee; Pragati Prakashan
7. **Financial Management**, Kulkarni, P.V; Satyaprasad, B.G; Himalaya Publishing House (Published: 2002)
8. **Ratio Analysis for Small Business**, Sanzo, Richard; Books for Business (Published: 5/2005)
9. **Financial Planning and Management**, Ghosh, Anmol Publications (Published: 1999)
10. **Financial Planning for the Entrepreneur**, by Vaughn, Donald E.; Publisher: Prentice Hall (Published: 7/1996)

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(Third year B.Sc. Maritime Hospitality Studies)

Theory Internal Assessment

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Pattern of Final Examination Question Paper

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Q -1	1 to 6	20	Short answer type questions. Total 15 sub question of 2 marks each to be attempted from a choice of 15 sub questions
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Objectives:-

This subject is designed to enable student to list management objectives and managerial functions also to impart them the concept of total quality management.

UNIT 1	INTRODUCTION	10 Hours
1.1	Introduction	
1.2	Orientation to management thought process	
1.3	Evolution – development – school of management	
1.4	Management defined	
UNIT 2	ROLE OF MANAGER	10 Hours
2.1	Professional manager and his tasks	
2.2	Managerial skills – roles – levels	
2.3	Managerial ethics and organizational culture	
2.4	Management process	
UNIT 3	MANAGEMENT PROCESSES	10 Hours
3.1	Planning	
3.1.1	Illustrative Case study	
3.1.2	Planning process in detail	
3.1.3	Types and levels of plan	
3.1.4	Why plans fail	
3.1.5	Problem solving and decision making	
3.2	Organizing	
3.2.1	Organizing and organization structure	
3.2.2	Organization chart	
3.2.3	Principles of organization	
	➤ Scalar principles	
	➤ Departmentation	
	➤ Unity	
	➤ Span of control	
	➤ Centralization and de centralization	
	➤ Authority and responsibility	
	➤ Delegation	
3.3	Leadership	
3.3.1	Definitions	
3.3.2	Leadership Theory	
3.3.3	Team Building	
3.4	Controlling	
3.4.1	Basic concepts	
3.4.2	Definitions – process and techniques	

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- UNIT 4 COMMUNICATION**
4.1 Importance – Message component
4.2 Modes of communications
4.3 Listening and listening checks

- UNIT 5 MANAGEMENT BY OBJECTIVES**
5.1 Definition
5.2 Process of MBO

- UNIT 6 TOTAL QUALITY MANAGEMENT**
6.1 Definition
6.2 Need and importance
6.3 Criteria for TQM – Leadership
6.4 Information and analysis, strategic
6.5 Planning HRD and HRM Process
6.6 Management business results
6.7 Customer focus and satisfaction

Reference Books:-

1. Principles of Management, Agarwal & Banerjee, Pragati Prakashan
2. Principles of Management, Cliffs Notes, Ellen A. Benowitz, Publisher: Cliffs Notes
3. Principles of Management, R. N. Gupata, S.Chand & Company
4. Principles Of Management, N.Kumar, Anmol Publications
5. Principles of Management: Theory, Practices and Techniques, Nirmal Singh, Deep & Deep Publications
6. Principles of Management For All, IIMS Publications
7. Principles of Management and Industrial Psychology, T. A. Sivasubramaniam, T R Publications
8. Principles of Management and Administration, Chandra Bose, Chandra, Prentice Hall of India
9. Creativity In Management (Effective Decision Making By Thinking Differently), Srinivas Shirur, Deep Publishers
10. Unlearning The Fifth Discipline: Power Politics And Control In Organizations, Devi Akella, Publications

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Objectives:-

This subject is designed to give students basic knowledge about the field of Human Resource Management. Development also enables them to comprehend the importance of human resources in the field of management.

UNIT 1 PLANNING PERSONNEL FUNCTION

- 1.1 Planning personnel function
- 1.2 Personnel management environment in India
- 1.3 Functions and operations of personnel office
- 1.4 Manpower planning
 - Macro level scenario of human resource planning
 - Concepts and process of human resource planning
 - Methods and techniques – demand forecasting
 - Methods and techniques – supply forecasting

UNIT 2 JOB ANALYSIS AND DESIGN

- 2.1 Job analysis
- 2.2 Job description
- 2.3 Job specification
- 2.4 Job evaluation
- 2.5 Job evaluation methods
- 2.6 Job design

UNIT 3 ACTION AREA

- 3.1 Selection and recruitment
- 3.2 Induction and placement
- 3.3 Performance appraisal
- 3.4 Performance appraisal methods
- 3.5 Transfer promotion and reward policies
- 3.6 Training and development
 - On the job training method

UNIT 4 MEASUREMENT OF HUMAN RESOURCE PLANNINGS

- 4.1 Human resource information system
- 4.2 Human resource audit
- 4.3 Human resource accounting

UNIT 5 HUMAN RESOURCE DEVELOPMENT

- 5.1 Introduction to Human Resource Development
- 5.2 Evolution and importance of Human Resource Management
- 5.3 Human Resource Development Strategies
- 5.4 Human Resource Development culture and Climate

UNIT 6 MANAGING CONFLICTS

10 Hours

- 6.1 Personal conflicts
- 6.2 Departmental conflicts
- 6.3 Trade Unions
- 6.4 Employees appraisal and confrontations

Reference Books:-

1. HRM In Tourism And Hospitality, Ross Lee, Thomson Learning (Published: 2004)
2. Job Analysis at the Speed of Reality, Darin E. Hartley, HRD Press
3. Job Analysis: Methods, Research, and Applications for Human Resource Management in the New Millennium, Brannick, Michael T.; Levine, Edward L.; Levine, Edward L.; Sage Publications
4. Human Resource Management, Bhattacharyya, Executive Excellence
5. Human Resource Management, V. K. Sharma, Viva Books
6. Human Resource Management And Human Relations, V. P. Michael, Himalaya Publishing House
7. Managing Human Resource, DBN Murthy, UBS Publishers Distributors Ltd.
8. Performance Measurement And Management, Suri, Executive Excellence
9. Human Resource Management: Principles And Practice, Aquinas, Publisher: Vikas Publishing House (Published: 2005)
10. Managing People, VSP Rao, Executive Excellence

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Objectives:-

This subject is designed to impart knowledge amongst students on different internal and external aspects of setting strategies within an organization, how mission statement are made and how strategies are formulated to accomplish mission statement.

10 Hours

UNIT 1

ORGANIZATIONAL STRATEGY

- Mission
 - Mission Statement elements & its importance
- Objectives
 - Necessity of formal objectives
 - Objective Vs goal
- Strategy
 - Developing strategies
 - Adaptive search
 - Intuition search
 - Strategic factors
 - Picking niches
 - Entrepreneurial approach

10 Hours

UNIT 2

ENVIRONMENTAL AND INTERNAL RESOURCE ANALYSIS

- Need for environmental analysis
- Key environmental variable factors
- Opportunities & threats
 - Internal resource analysis
- Functional areas resource development matrix
- Strengths & weaknesses
 - Marketing ➤ Personnel
 - Finance ➤ Organization
 - Production

10 Hours

UNIT 3

STRATEGY FORMULATION

- Strategy (General) alternatives
 - Stability strategies
 - Expansion strategies
 - Retrench strategies
 - Combination strategies
- Combination strategies
 - Forward integration
 - Backward integration
 - Horizontal integration
 - Market penetration
 - Market development
 - Concentric diversification

- Conglomerate diversification
- Horizontal diversification
- Joint venture
- Retrenchment
- Divestiture
- Liquidation
- Combination

UNIT 4 STRATEGIC ANALYSIS AND CHOICE (ALLOCATION OF RESOURCES)

- 4.1 Factors influencing choice
- Strategy formulation
- 4.2 Input stage
- Internal factor evaluation matrix
 - External factor evaluation matrix
 - Competitive profile matrix
- 4.3 Matching stage
- Strength matrix – weaknesses- opportunities- Threats (TOWS)
 - Strategic position & action evaluation matrix (SPACE)
 - Boston consulting group matrix (BCGM)
 - Internal – External matrix
 - Grand strategy matrix
- 4.4 Decision Stage
- Quantitative strategic planning matrix (QSPM)

UNIT 5 POLICIES IN FUNCTIONAL AREAS

- 5.1 Policy
- 5.2 Product policies
- 5.3 Personnel policies
- 5.4 Financial policies
- 5.5 Marketing policies.
- 5.6 Public relation policies

UNIT 6 STRATEGIC IMPLEMENTATION REVIEW AND EVALUATION

- 6.1 McKinsey 7-S framework
- 6.2 Leadership & management Style
- 6.3 Strategy review and evaluation
- Review underlying bases of strategy
 - Measure organizational performance
 - Take corrective actions

Reference Books:-

1. **Strategic Management**, by Byars, Publisher: McGraw-Hill ISE (Published: 1996)
2. **Strategic Management**, by Pearce; Robinson, Publisher: McGraw Hill
3. **Strategic Management in Action**, by Coulter, Mary K., Prentice Hall (Published: 10/2004)
4. **Strategic Management Of Energy Conservation**, PR Shukhla, Publisher: Oxford & IBH Publishing
5. **Accounting And Management In Theory And Practice**, by Pramanik, Alok Kumar, Deep & Deep Publishers (Published: 2003)

6. Designing Knowledge Management Architecture: How To Implement Successful Knowledge Management Programs, by Shukla, Archana, Publisher: Response Books (Published: 2003)
7. Business Policy And Strategic Management, by Cherunliam, Francis; Himalaya Publishing House

Pattern of Question Paper:-

(Third year B.Sc. Maritime Hospitality Studies)

Theory Internal Assessment

- Total three class tests (of 20 marks each) to be conducted by faculty during the academic year.
- Total score of 60 marks of these class tests shall be converted to 20 to next integer for final calculation.
- These class tests should be conducted after completion of every two units.

Pattern of Final Examination Question Paper

FINAL EXAMINATION (DURATION 3 HOURS)

Questions in Examination Paper	Units	Maximum Marks	Remarks
Q -1	1 to 6	20	Short answer type questions. Total 10 sub question of 2 marks each to be attempted from a choice of 15 sub questions
Q -2	1	10	Descriptive questions. Two sub questions of 5 marks each to be attempted from a choice of 3 sub question
Q -3	2	10	Descriptive questions. Two sub questions of 5 marks each to be attempted from a choice of 3 sub question
Q -4	3	10	Descriptive questions. Two sub questions of 5 marks each to be attempted from a choice of 3 sub question
Q -5	4	10	Descriptive questions. Two sub questions of 5 marks each to be attempted from a choice of 3 sub question
Q -6	5	10	Descriptive questions. Two sub questions of 5 marks each to be attempted from a choice of 3 sub question
Q -7	6	10	Descriptive questions. Two sub questions of 5 marks each to be attempted from a choice of 3 sub question

PROJECT

YEAR - III
Marks
Contact Hours

Objective:-

- To familiarize the students with data collections, interpretation and analysis
- To train student for developing a presentation based on the project undertaken

Candidates have to submit a Project in any of the core subject under the guidance of respective faculty; the project shall be based on research methodology taught in the theory class to prepare students on how to approach the subject of Research Project. Inputs can be given to the students during the institute tenure.

UNIT 1 INTRODUCTION TO PROJECT WRITING

- 1.1 Meaning and objectives of project
- 1.2 Types of project
- 1.3 Project approaches
- 1.4 Criteria of good research
- 1.5 Problem faced by researches
- 1.6 Pictorial Representation and Interpretations

6 Hours

UNIT 2 PROJECT DESIGN

- 2.1 Meaning and need for project design
- 2.2 Features and important concept relating to project design
- 2.3 Different project design
- 2.4 Important experimental designs

4 Hours

UNIT 3 METHODS OF DATA COLLECTION

- 3.1 Collection of primary data
- 3.2 Different methods to collect secondary data

2 Hours

UNIT 4 REPORT PRESENTATION TECHNIQUE

- 4.1 Compilation of report
- 4.2 Presenting the report
- 4.3 Group Discussion

48 Hours

UNIT 5 SUBMISSION OF PROJECT

NOTE: Classes for unit 1, 2 & 3 shall be conducted at the beginning of the academic year only and after that students will be given time (48 hrs.) to make their projects.

Candidate is required to submit his/her project report in duplicate one month prior to final examinations. One copy will be kept with the college for future references/ guidelines.

Candidate will be adjured on the basis of project report, presentation, group discussion and viva.

Projects Evaluation
Maximum Marks 50
Duration 2 hrs.

Performance of candidate shall be assessed on the basis of

- a) Report
- b) Presentation
- c) Group Discussion
- d) Interview / Viva voce

Grades to be awarded to candidate on the basis of percentage of marks he / she scores is as follows -

Grade	Marks
O	$\geq 90\%$
A+	$>90 \geq 80\%$
A	$>80 \geq 70\%$
B+	$>70 \geq 60\%$
B	$>60 \geq 50\%$
C	$< 50\%$

Objective of industrial interface is to provide to students the feel of the actual working environment to gain practical knowledge and skills, which in turn will motivate, develop and build their confidence. Industrial interface is also expected to provide the students the basis to identify their key operational area of interest.

1. RESPONSIBILITIES OF THE TRAINEE

- 1 Should be punctual.
- 2 Should maintain the training logbook up-to-date.
- 3 Should be attentive and careful while doing work.
- 4 Should be keen to learn and maintain high standards and quality of work.
- 5 Should interact positively with the organization staff.
- 6 Should be honest and loyal to the organization and towards their training.
- 7 Should get their appraisals signed regularly from the HOD's or training manager.
- 8 Gain maximum from the exposure given, to get maximum practical knowledge and skills.
- 9 Should attend the training review sessions / classes regularly.
- 10 Should be prepared for the arduous working condition and should face them positively.
- 11 Should adhere to the prescribed training schedule.
- 12 Should take the initiative to do the work as training is the only time where you can get maximum exposure.
- 13 Should, on completion of Industrial Training, handover all the reports, appraisals, logbook and completion certificate to the institute.

2. RESPONSIBILITIES OF THE INSTITUTE

- 1 Should give proper briefing to students prior to the industrial interface
- 2 Should make the students aware of the industry environment and expectations.
- 3 Should coordinate regularly with the Organization especially with the training manager.
- 4 Should take proper feedback from the students after the training.
- 5 Should brief the students about the appraisals, attendance, marks, logbook and training report.
- 6 Should ensure that change of organization is not permitted once the student has been interviewed, selected and has accepted the offer.
- 7 Should ensure trainees procure training completion certificate from the organization before joining institute.
- 8 The institute should ensure that the trainees visit Ships as often as possible but minimum three times with the view to giving them an exposure to the actual conditions and working atmosphere onboard the ship.

3. RESPONSIBILITIES OF THE HOSPITALITY INDUSTRY

First exposure: A young trainee's first industry exposure is likely to be the most influential in that person's career. If the managers / supervisors are unable or unwilling to develop the skills young trainees need to perform effectively, the latter will set lower standards than they are capable of achieving, their self-images will be impaired, and they will develop negative attitudes towards training, industry, and – in all probability – their own careers in the industry. Since the chances of building successful careers in the industry will decline, the trainees will leave in hope of finding other opportunities. If on the other hand, first managers/supervisors help trainees achieve maximum potential, they will build the foundations for a successful career.

Note : The guide associated with Industrial interface should be of Assistant Manager and above rank of Human Resource / Training or any operational department where candidate is undergoing his / her training.

CANDIDATE SHALL BE ASSESSED FOR HIS PERFORMANCE DURING HIS INDUSTRIAL TRAINING AS FOLLOWS :

Appraisal Form of Mr. / Ms.

For the period ----- to -----

S. No.	Particulars	6	5	4	3	2	1
1.	Attendance						
2.	Punctuality						
3.	Ability to learn						
4.	Team Spirit						
5.	On the Job Performance						
6.	Hygiene and cleanliness of the area						
7.	Grooming						
8.	General Discipline						
9.	Communication abilities						
10.	Motivation Level						
11.	Ability to take responsibilities						
12.	Planning Skills						
13.	Attitude						
MARKS TO BE AWARDED BY INSTITUTE							
14.	Subject knowledge (marks out of 10)						
15.	Training Report (marks out of 12)						

Kindly Note : Rating 6 is for outstanding, 5 for excellent, 4 for very good, 3 for good, 2 for fair, 1 for poor.

COMMENTS :

Name & Signature of Appraiser

Seal of Organisation

Equipments (Area/ Laboratory wise) - Mandatory

Sr. No.	Particulars/ Equipments	Qty.
I	AUDIO VISUAL ROOM (F.Y,S.Y & T.Y)	
1.	TV Color (Minimum 21") with Trolley	1
2.	DVD/VCD Player	1
3.	OHP	1
4.	LCD Projector	1
5.	Computer/ Laptop with Multimedia Support	1
II	COMPUTER LAB (S.Y. & T.Y)	
6	Server	1
7	Computers with P4 processor	1
8	LAN Networking	20
9	UPS (As per the requirement) Recommended	-
III	ACCOMMODATION & FACILITIES MANAGEMENT LAB (F.Y & S.Y)	
10	Mock Guest Room	1
11	Color TV with Remote	1
12	Wooden Cabinet	1
13	Cupboard/ Almirah	1
14	Life Jackets	2
15	Safety Helmet	2
16	Bed Linen	2
17	Small Carpet	1
18	Luggage Rack	1
19	Chair	1
20	Writing Table	1
21	Table Lamp	1
22	Bedside Lamp	1
23	Single Beds & Mattress	2
24	Blankets	2
25	Pillows/Pillow Slips	2
26	Small Cushions	3
27	Upholstered Sofa	1
28	Upholstered Chair	2
29	Big Cushions	5
30	Wall Hangings	7
31	Fire Extinguisher	1
32	Laundry Linen Cart	2
33	Chamber Maid Trolley	1
34	Mockup Guest Bathroom with Wash Basin Counter, WC, Bath tub, Mirror and Guest supplies	1 Each
	BUNKER BED	
35	Single Beds & Mattress	2
36	Working Table	1

Sr. No.	Particulars/ Equipments	Qty.
37	Chair	
38	Cupboard	1
39	Shower Curtain	1
40	Bed Linen	1
	MOCK LAUNDRY SET UP	1 set
41	Cupboard With Racks	
42	Ironing Board	1
43	Ironing Table	1
44	Stainless Steel Working Table	1
45	Linen Cart	1
46	Washer Extractor/Dryer	2
	EQUIPMENTS / CHEMICALS	1
47	Commercial Wet and Dry Vacuum Cleaner (With attachments)	1
48	Commercial Scrubbing cum Polishing Machine (With attachments)	1
49	Cleaning Agents (R1 to R9)	-
50	Chemicals for spotting (as per syllabus)	
IV	ADVANCE TRAINING KITCHEN	1
1.	S. S. Work Table	1
2.	S. S. Work Station with Gas Stove	10
3.	Deep Fridge	1
4.	Hot Plate	8
5.	Griller	1
6.	S. S. Sink with Tap	4
7.	Chopping Board	10
8.	S.S. Container (different sizes)	30
9.	Aluminum Kadai	10
10.	Gastronomical Pans	20
11.	S.S.Thali	10
12.	Juice Strainer	10
13.	Colander	10
14.	Potato Masher	10
15.	Grate	10
16.	Rolling Pin	10
17.	Oil Dispenser	10
18.	Wire Whisk	10
19.	Tong	10
20.	Slicer	10
21.	Jhara	10
22.	Perforated Spoon	10
23.	Flat Spoon	10
24.	Rice Spoon	10

Sr. No.	Particulars/ Equipments	Qty.
25.	Ladles (different sizes)	20
26.	Frying Pan	10
V	BASIC TRAINING KITCHEN	
1.	S. S. Work Table	1
2.	S. S. Work Station with Gas Stove	10
3.	Deep Fridge	1
4.	Hot Plate	8
5.	Griller	1
6.	S. S. Sink with Tap	4
7.	Chopping Board	10
8.	S.S. Container (different sizes)	30
9.	Aluminum Kadai	10
10.	Gastronomical Pans	20
11.	Juice Strainer	10
12.	Colander	10
13.	Potato Masher	10
14.	Grate	10
15.	Rolling Pin	10
16.	Oil Dispenser	10
17.	Wire Whisk	10
18.	Tong	10
19.	Slicer	10
20.	Jhara	10
21.	Perforated Spoon	10
22.	Flat Spoon	10
23.	Rice Spoon	10
24.	Ladles (different sizes)	10
25.	Frying Pan	20
VI	BAKERY (S.Y)	
1.	Fridge	1
2.	Salamander	1
3.	Dough kneader with attachments	1
4.	Double deck oven	1
5.	Gas Range (05 Burner)	1
6.	S. S. Almirah	1
7.	Moulds (as per batch size)	-
8.	Cutters (as per batch size)	-
9.	Nozzles and piping bags	1 set each
10.	Trays (as per batch size)	-
11.	Cake stand	1
VII	TRAINING RESTAURANT (F.Y & S.Y)	
1.	Fridge (Small)	1
2.	Ice Cube Machine	1

Sr. No.	Particulars/ Equipments	Qty.
3.	Micro wave oven	1
4.	Hot Case	1
5.	Gas Range (05 Burner) / Gueridon trolley	1
6.	Bar chairs	3
7.	Wooden Bar Counter	1
8.	Wine Stand	1
9.	Cocktail Shaker	1
10.	Wine Bucket	1
11.	Wooden Almirah with shelf	1
12.	Service Table / Side Board	2
13.	Bar Display	1
14.	Restaurant Table / chairs	20
15.	Dinner Plate (Ceramic)	20
16.	Quarter Plate (Ceramic)	20
17.	Soup Bowl (Ceramic)	20
18.	Soup spoon	20
19.	B'fast Tray (Anti skid) Black	6
20.	B'fast Tray (White)	6
21.	Red Wine Glass	12
22.	Hi Ball Glass	20
23.	Tom Collins Glass	22
24.	Rolly Polly Glass	20
25.	Champagne Saucer	20
26.	old Fashioned Glass	20
27.	Champagne Tulip	20
28.	white wine Glass	20
29.	Beer Mug	20
30.	Crab cracker	1
31.	6 cup Tea pot	4
32.	Cup & saucer (Ceramic)	20
33.	Milk pot	6
34.	Sugar pot	6
35.	A.P.knife	20
36.	A.P.Spoon	20
37.	A.P.Fork	20
38.	Menu Stand S.S	8
39.	Oyster Knife	1
40.	Fish fork	20
41.	fish Knife	20
VIII	WARE WASHING (F.Y, S.Y & T.Y)	
1.	Dish Washer	1
2.	Geyser	1
3.	S. S. Rack (03 Shelf)	2

Sr. No.	Particulars/ Equipments	Qty.
4.	S. S. Crockery Stand	1
5.	3 Bin Sink with tap	1
6.	Cleaning Chemicals	-
IX	LIFE SAVING APPLIANCE (F.Y. & T.Y.)	
1.	Life boat	-
2.	Inflated life raft on display	1
3.	Complete set of life raft equipment	-
4.	Complete set of life boat equipment	-
5.	Immersion suits	2
6.	Life jackets	10
7.	Thermal protective aids	2
8.	Retro reflective tapes	-
9.	Hydrostatic release unit (HRU)	1
10.	Lifebuoys	4
11.	Man overboard markers	2
12.	Self igniting lights	2
13.	EPIRB (Model)	-
X	FIRE FIGHTING APPLIANCE (F.Y. & T.Y.)	
1.	Dummies for search and rescue procedures	2
2.	Fire hoses- 64mm	4
3.	Four nozzles (2 jet, 2 dual purpose)	-
4.	Mechanical foam guns	4
5.	Pressurized water extinguishers	4
6.	Foam extinguishers	4
7.	4.50 kg D.C.P extinguisher	1
8.	10 kg D.C.P extinguisher	1
9.	6.8 kg CO2 extinguisher	2
XI	MEDICAL FIRST AID (MFA) (F.Y.)	
1.	SART (Model)	-
2.	Neil Robertson Stretcher	-
3.	First aid kit	-
4.	Various spiints and bandages	-
5.	Resuscitation kit	1
6.	Emergency escape birthing apparatus (EEBD)	-
XII	ENGINE ROOM EQUIPMENT (F.Y.)	
1.	Lubricating Oil/ D.O/ H.O separator	-
2.	Boiler gauge glass	-
3.	Centrifugal pump	-
4.	Reciprocating pump	-
5.	Gear pump	-
6.	Vane pump	-
7.	Screw pump	-
8.	Globe valve a) return b) Non return	-

Sr. No.	Particulars/ Equipments	Qty.
9.	Sluice valve	
10.	Butterfly valve	
11.	Quick closing valve	
12.	Ship side overboard valve	
13.	Safety valve	
14.	Reducing valve	
15.	Bilge Strum box	
XIII	SAFETY MAINTENANCE (F.Y. & T.Y.)	
1.	Safety helmets	10
2.	Goggles	10
3.	Safety Gloves	10 pairs
4.	Earmuffs	10
5.	Dust masks	4
6.	Safety Harness	
XIV	ENCLOSED COMPARTMENT ENTRY EQUIPMENT (F.Y. & T.Y.)	
1.	Explosimeter	1
2.	Oxygen analyzer	1
3.	Hydro carbon detector	1
XVII	DISPLAY (F.Y., S.Y. & T.Y.)	
1.	World Maps	-
2.	Model of Ships	-
3.	Wall mounted photographs of ships and ports	-
XV	Documents (F.Y.)	
1.	Official Log book	-
2.	Articles of agreement	-
XVI	ROPES (F.Y.)	
1.	Manila Ropes (Various sizes)	-
2.	Synthetic Ropes (Various Sizes)	-
3.	Steel wire ropes (Various Sizes)	-
4.	Seizing twine and seizing wire	-
5.	Heaving lines	-
6.	Ropes and wire stoppers	-
XVII	Maintenance Equipment (F.Y. & T.Y.)	
1.	Chipping hammers, Scrapers and wire brushes	-
2.	Paint brushes (various sizes and types)	-
XVIII	LADDER (F.Y. & T.Y.)	
1.	Pilot ladder rigged up for practice	-
2.	Jacob's (Coolie) ladder rigged up for practice	-
XIX	IN-HOUSE SAFETY EQUIPMENTS (MANDATORY) (F.Y., S.Y. & T.Y.)	
1.	Demonstration Table	1
XX	Sounding Equipments (F.Y. & T.Y.)	
1.	UTI Tape	1

Sr. No.	Particulars/ Equipments	Qty.
2.	Ullage Tape	1
3.	Sounding rod (S.Y.)	1
4.	GMDSS TUTOR TRANSAS (TGS 4100 version 6.1)	1
5.	TRANSAS U.K NT PRO 4000 , version 4.60) simulator	1
6.	Projectors	1
7.	IDS Hospitality Software	5
		1

TUITION FEES CALCULATION

FEES FOR FIRST YEAR B.Sc. MARITIME HOSPITALITY STUDIES

A) Tuition fees		
Maritime Studies Faculty	Part Time	1/2
Food Production Faculty	Full Time	1
Food & Beverage Faculty	Part Time	1/2
Room Division Faculty	Part Time	1/2
Financial Management Faculty	Part Time	1/2

$$3 \times 22,500/- (\text{approx.}) \times 12 \div 40 =$$

3 Faculties

Rs. 20,250/- per student

B) Exam Fees

=

Rs. 1,000/- per student

C) Laboratory Charges

a) Food Production

22 practicals @ Rs. 180/- for
raw material and Rs. 36/- for
fuel and replenishments
= $216 \times 22 = 4752/-$

b) Food & Beverages

for consumables and
replenishments = 1,200/-

c) Accommodation & Facility
Management

Cleaning materials, chemicals
& replenishments = 1,800/-

d) Maritime Studies Practicals =
3,250/-

(Total a + b + c+d)

=

Rs 11,002/- per student

D) * Administrative Cost

=

Rs. 8,600/- per student

Total A + B + C + D

Rs. 40,852/- per student

Proposed fees for 1st Year = Rs. 40,000/-

* Summary of Operational Cost & Administrative Cost is given in Annexure – III

FEES FOR SECOND YEAR B.Sc. MARITIME HOSPITALITY STUDIES

A)	Tuition fees	Part Time	1/2
	Maritime Studies lecturer	Part Time	1/2
	Food Production Faculty	Part Time	1/2
	Food & Beverage Faculty	Part Time	1/2
	Total		1 1/2

$$1\frac{1}{2} \times 22,500/- \times 12 \div 40$$

B) Exam Fees

C) Laboratory Charges

(a) Food Production

$$24 \text{ practicals @ Rs. } 216/- +$$

$$\text{Fuel \& consumables @ } 36 = 252$$

$$24 \times 252 = \text{Rs. } 6,048/-$$

(b) Food & Beverages – Rs. 3,500/
Consumables & bar supplies

(c) Accommodation & Facility Management
Rs. 1,200/-

(d) Bakery & Confectionary

$$19 \text{ practicals @ Rs. } 144/- +$$

$$\text{Fuel \& Consumables } 24 = 168$$

$$19 \times 168 = \text{Rs. } 3,192/-$$

(e) I.T.A. Practicals = Rs. 2,400/-

(Total a + b + c + d + e)

$$= \text{Rs. } 16,340/- \text{ per student}$$

D) * Other operational cost

$$= \text{Rs. } 9,000/- \text{ per student}$$

Total A + B + C + D

$$\text{Rs. } 36,465/- \text{ per student}$$

Proposed Fees for 2nd Year – 36,000/-

* Summary of Operational Cost & Administrative Cost is given in Annexure - III

FEES FOR THIRD YEAR B.Sc. MARITIME HOSPITALITY STUDIES

A)	Tuition fees		
	Maritime Studies Faculty	Part Time	½
	Food Production Faculty	Full Time	1
	Food & Beverage Faculty	Part Time	½
	Accommodation & Facility Management	Part Time	½
	Total		2
	$(2 \times 22,500 \times 12 \div 40)$	=	Rs. 13,500/-per student
B)	Examination Fees	=	Rs. 1,000/- per student
C)	Laboratory Charges		
	(a) Food Production		
	23 practicals @ Rs. 228/- +		
	Fuel & consumables @ Rs36 = 264		
	22 x 264 = Rs. 6,000/-		
	(b) Simulator Training & Drills =		
	Rs. 8,000/-		
	(Total a + b)	=	Rs. 14,000/- per student
D)	* Other operational cost & Administrative Cost	=	Rs. 5,000/- per student
	Total A + B + C + D		Rs. 33,500/- per student

Proposed fees for 3rd year - 33,000/-

* Summary of Operational Cost & Administrative Cost is given in Annexure - III

OPERATIONAL COST FOR FIRST YEAR B.Sc. MARITIME HOSPITALITY STUDIES

- a) Visiting Faculty for allied subjects
 Food Safety & Sanitation - 60 hrs.
 Nutrition & Food Science - 60 hrs.
 Communication Skills - 60 hrs.
Total - 180 hrs.

Rs.2,700/- per student

@ Rs. 600*180 = 1,08,000

- b) Laboratory Attendants -
 two numbers - 1,36,000/-
 2 Peon - 1,00,000/-

Rs.5,900/- per student

Total - 2,36,000/-

Total a + b

Rs. 8,600/- per student

OPERATIONAL COST FOR SECOND YEAR B.Sc. MARITIME HOSPITALITY STUDIES

a) Visiting Faculty for allied subjects

Rs.3,600/- per student(A)

Soft Skills	- 60 hrs.
Communication	- 60 hrs.
Entrepreneurship	- 60 hrs.
I.T.A.	- 60 hrs.

Total	- 240 hrs.
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@ Rs. 600/- per hr. = 1,44,000/-

c) Laboratory Attendants

1 for Bakery	- 78,000/-
1 for ITA	- 78,000/-
1 Peon	- 60,000/-

Rs.5,400/- per student(B)

Total	- 2,16,000/-
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Total a + b

Rs. 9,000/- per student

OPERATIONAL COST FOR THIRD YEAR B.Sc. MARITIME HOSPITALITY STUDIES

- a) Visiting Faculty for allied subjects
 Principles of Management - 60 hrs.
 Human Resource
 Management - 60 hrs.
Strategic Management - 60 hrs.
Total - 180 hrs.

Rs.2,700/- per student

@ Rs. 600/- per hr. = 1,08,000/-

- b) Instructors & Office Staff
 Laboratory Assistant - 84,000/-
 Placement & Training Officers - 1,44,000/-
 2,28,000/-

Rs. 2,100/- per student

Total

Rs. 4,800/- per student

JOB OPPORTUNITIES

There are ample job opportunities at sea in merchant vessels as well as passenger and cruise ships, where the starting salary ranges from U.S \$ 500- 900. If a candidate decides to retire from sea life, there are opportunities available for him on shore, because degree, being a higher level qualification, the industry will gladly accept these candidates.

This course shall be reviewed after every three years.

— x x x x x —