

As Per NEP 2020

University of Mumbai



Syllabus for Basket of Open Elective (OE) Vertical 3

Faculty of Interdisciplinary Studies

Board of Studies in Maritime Hospitality Studies

UG First Year Program

Semester -

II

Title of Paper

Kitchen Stewarding & Kitchen
Keeping

Credits

2

From the Academic Year

2025-26

Syllabus for Open Elective (OE) (Semester – II)

KITCHEN STEWARDING & KITCHEN KEEPING (Theory) (C-2)

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

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

	2.1.3 2.1.4 2.1.5 2.1.6 2.1.7 2.1.8 2.1.9 2.1.10 2.1.11 2.1.12	- Maintain Cleanliness in the Kitchen - Sanitation and Hygiene - Cleaning Procedure and Technique - Kitchen Inventory Management - Storage of Kitchen Supplies and Equipment - Communicate effectively and maintain service standards - Cleaning Chemical and its Safety Using Procedure - Follow Health, Hygiene and Safety Practices - Stock Control in Kitchen Stewarding Dept. - Team Work Skill	
	2.2	Environmental Consciousness in Kitchen	
	2.1.1 2.1.2 2.1.3 2.1.4 2.1.5 2.1.6 2.1.7 2.1.8	- Garbage Segregation - Chemical and pollution reduction - Reducing carbon footprint, - Energy efficiency - Water efficiency - Waste reduction / Management - Recycling - Exhaust and drainage requirements	
10	Reference Book:- 1. Professional Management of Housekeeping operations - Robert J. Martin 2. Hotel Housekeeping Training Manual, Sudhir Andrews, 3. Hotel Housekeeping operation and management, G Raghubalan & Smritee G. 4. Hotel Facility Planning, Tarun Bansal, 5. Hotel facility planning, Bansal, Tarun, Oxford 6. Kitchen Stewarding – Renu Singh 7. Kitchen Stewarding: Operations and Management - <u>Gulshan Soni</u>		
11	Internal Continuous Assessment: 40%	External-Semester End Examination- 60 %	
	Individual Passing in Internal and External Examination : 40 %		
12	Continuous Evaluation through: Quizzes, Class Tests, presentation, project, role play, creative writing, assignment etc		Select at least 3

Examination

QUESTION PAPER PATTERN (External and Internal)

Examination Semester II Pattern of Theory Exam

Theory Courses Evaluation Scheme for First Year (UG) under NEP

Nature of Examination	Particular				Time	Total Marks
I. Internal Examination for Theory Courses						
Continuous Internal Assessment (CIA) Assignment	Sr. No	Examination	Module	Marks	Time	Total Marks
	1	Class Test	Module I or on Completed syllabus	10 Marks	30 Min	20 Marks
	2	Assignments / Case Study / Presentations / Project / Group Discussion / Ind. Visit. / Tutorial	I & II	10 Marks	Minimum 30 Min per activity.	
II. External Examination for Theory Courses						
Semester End Examination	Question No	Paper Pattern (Theory question paper pattern: Attempt any two out of four questions)	Module	Marks	Time	Total Marks
	Q. 1	Define / Terminologies / Match the Column / Fill in the Blanks / Multiple Choice Questions (1 Marks each)	I & II	15 Marks	1 Hr.	30 Marks
	Q. 2	Short Notes / Problem. Attempt any Three Questions out of four. (a, b, c & d). (5 Marks each)	I & II	15 Marks		

	Q. 3	Essay Type Questions (Attempt any one out of two)	I	15 Marks		
	Q. 4	Essay Type Questions (Attempt any one out of two)	II	15 Marks		
Note:	1. To appear examination minimum prescribed attendance is compulsory. 2. All questions are compulsory. 3. Individual Passing in Internal and External Examination is compulsory. 4. Certified Journal is compulsory for appearing at the time of Practical Exam.					

Sd/-

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Deshmukh
Board of Studies in
Maritime Hospitality
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