

School of Hotel & Tourism Management

Bachelor of Hotel Management & Catering Technology

BHMCT (HONS.)

Batch- 2025-2029

Program Code:01

School code:03

(A.Y. 2025-26)

Syllabus BHMCT Theory & practical

1st semester

School Name: School of Hotel and Tourism Management			
Program- BHMCT (Bachelor of Hotel Management & Catering Technology)			Semester-Ist
Course Name- Basics of Culinary Art-I			
A.Y 2025-26	Course Code- B030123101	Batch-2025-29	CIE Marks-50 (MM)
Total Teaching Hours-45	Total Credits-3		ESE Marks-50 (MM)
Type of Course- Theory			Total Marks-100 (MM)
Course Objectives/Course Description This syllabus aims to provide the fundamentals of food production knowledge and practical knowledge about the basics of culinary and patisserie arts, and the application of using basic ingredients in different cooking methods.			
Sr. no.	Topics	No. of Teaching hours/ (Lecture) 45	
Unit-1	Introduction to Culinary & Patisserie	Contact Hours:9	
Chapter 1.1	Culinary history, growth & scope of culinary art in India and abroad,	2	
Chapter 1.2	Attitude and behavior of kitchen staff. Skills required for chef. Role of chef uniform in kitchen, history & success story of famous chefs.	2	
Chapter 1.3	Chef's morals and ethics in the kitchen. Cooperation of the kitchen with other departments,	1	
Chapter 1.4	Duties, responsibilities, and authorities of kitchen personnel. Personal & kitchen hygiene	2	
Chapter 1.5	Kitchen Hierarchy and its organization as small, medium & large hotel, , HACCP and its need, pest control, and its need.	2	
Unit-2	Stock, Soup & Sauces	Contact Hours: 09	
Chapter2.1	Stock- definition, classification, ingredients and their functions, uses of bouquet garnie, uses of mirepoix, storage & importance, and uses of stock in kitchen- French term	3	
Chapter 2.2	Soup- definition, the importance of soups on the menu, serving temperature, classification, garnishes, accompaniments, five soups from each continent, and their recipes- French term. Consommé and their garnishes.	2	
Chapter 2.3	Mother Sauces- definition, classification, Types of roux and its functions, storage, & uses,	2	
Chapter 2.4	Sauces derivatives of mother sauces and how to make a perfect sauce. - French term	2	
Unit-3	Food Commodities and their roles	Contact Hours: 09	

Chapter 3.1	Introduction to commodities and their functions. salt, sweetening, liquids, fats and oils, thickening and binding agent,	3
Chapter 3.2	Functions and classification raising and leavening agent, flavouring and seasoning agents and difference among them	2
Chapter 3.3	Introduction to fruits and vegetables, their uses in cookery. - classification & storage	2
Chapter 3.4	Introduction to Indian and continental herbs, spices and masalas, types, storage and their uses.	2
Unit-4	Methods of Cooking & Baking	Contact Hours: 09
Chapter 4.1	Modes of heat transfer, Methods of cooking food- definition, rules, associated terms and principles	2
Chapter 4.2	The effect of heat on different food, pigment and colour change during cooking.	2
Chapter 4.3	Indian Culinary terms & French terms with explanation	3
Chapter 4.4	Baking – Introduction and history of baking	2
Unit-5	Bread-making and cake-making Technology	Contact Hours: 09
Chapter 5.1	Ingredients of bread making and their functions of each ingredient and Bread improvers and their uses.	1
Chapter 5.2	Bread faults and their remedies, steps of bread making and operation.	2
Chapter 5.3	Methods of bread making, Characteristics of Good Loaf, and technical terms used in bread making.	2
Chapter 5.4	Functions of ingredients of Cake, methods of cake making.	2
Chapter 5.5	Cake faults and their causes. Technical terms used in cake making.	1
Chapter 5.6	Formula balance in cake-making	1
Course Outcomes	End of the course the students will be able to do the following.	
CO1	Understanding the Culinary history, kitchen organization, duties and skills	
CO2	Making Soups, Stocks and sauces, using ingredients in making them.	
CO3	Identifying the Food Commodities and application for making dishes.	
CO4	Applying the different methods of Cooking in different preparation.	
CO5	Applying Bread-making methods and cake-making formula in bakery.	

Textbooks

Food Production Operations, By Parvinder S. Bali (3rd edition)

Theory of cookery by Krishna Arora

Theory of catering, by Clinton Csesarani, latest edition.

Assignment: sample collection of herbs and spices, photograph of vegetables (Indian and continental), famous chefs, charts etc.

Assessment method: (Continuous Internal Assessment = 50%, Final Examination = 50%)

School Name: School of Hotel and Tourism Management			
Program- BHMCT (Bachelor of Hotel Management & Catering Technology)			Semester-Ist
Course Name- Basics of Food and Beverage Service-I			
A.Y 2025-26	Course Code- B030123102	Batch-2025-29	CIE Marks-50 (MM)
Total Teaching Hours-45	Total Credits-3		ESE Marks-50 (MM)
Type of Course- Theory			Total Marks-100 (MM)
Course Objectives/Course Description The course aims to equip the students with knowledge about the evolution and growth of the hospitality food service industry. The course includes an overview of types of service industry, outlets, equipment, meal plan, and service procedures.			
Sr. no.	Topics	No. of Teaching hours/ (Lecture) 45	
Unit-1	Introduction to the World of Hospitality, Food & Beverage	Contact Hours:09	
Chapter 1.1	Hospitality industry in other sector	3	
Chapter 1.2	Industrial Catering (Railway, Airline, Cruise Liners, Industrial Catering, Institutional Catering)	3	
Chapter 1.3	Major Hospitality Organisations - international & National (Oberoi, Taj Groups & Others)	3	
Unit-2	Introduction to The Hotel industry	Contact Hours:09	
Chapter2.1	Classification of Catering Establishments	2	
Chapter 2.2	Types of F&B Outlets	2	
Chapter 2.3	Food & Beverage Departmental Organization	2	
Chapter 2.4	Duties & Responsibilities of F&B Staff at Various Levels	2	
Chapter 2.5	Attributes of a Hotelier	1	
Unit-3	Ancillary Departments	Contact Hours:9	
Chapter 3.1	Still Room / Pantry	3	
Chapter 3.2	Wash Up (Kitchen Stewarding)	3	
Chapter 3.3	Plate Room	3	
Unit-4	Restaurant Equipment	Contact Hours:09	
Chapter 4.1	Glassware	2	
Chapter 4.2	Crockery	2	
Chapter 4.3	Silverware	2	

Chapter 4.4	Furniture	2
Chapter 4.5	Linen	1
Unit-5	Meals Plan & Menu, Service Procedures	Contact Hours:09
Chapter 5.1	Types of Meals (EMT, Breakfast, Lunch, Dinner, Brunch, High Tea, Afternoon Tea, Elevenses)	2
Chapter 5.2	Types of Menu (À La Carte & Table d'hôte)	2
Chapter 5.3	Courses of Menu (Course Item Examples with Accompaniments)	2
Chapter 5.4	Types of Services –Assisted (Platter to Plate / Silver, Pre-Plated, Host Service Guéridon service)	2
Chapter 5.5	Types of Services – Non Assisted (Buffet – Sit-down, Standing, Single Service, Counter Service)	1
Course Outcomes	End of the course the students will be able to do the following.	
CO1	understand the knowledge about the hospitality.	
CO2	understand duties and responsibility of staff, Restaurant equipment.	
CO3	know the different meal plan and their types of service procedures and applications.	
CO4	Applying the guest service operation	
CO5	Applying meal planning for the guests in the restaurant	

Textbooks

1. Food and Beverage Service_R. Singaravelavan_oxford_second edition_2020
2. Training Manual for Food & Beverage services_ Mahendra Singh Negi_dreamtechpress_first edition_2019
3. Food & Beverage Service_CletusFernandes_notionpress_first edition_2020

Assignment:

Menu planning, types of service

Assessment method: (Continuous Internal Assessment = 50%, Final Examination = 50%)

School Name: School of Hotel and Tourism Management			
Program- BHMCT (Bachelor of Hotel Management & Catering Technology)			Semester-Ist
Course Name- Room Division Management-I			
A.Y 2025-26	Course Code- B030124103	Batch-2025-29	CIE Marks-50 (MM)
Total Teaching Hours-45	Total Credits-3		ESE Marks-50 (MM)
Type of Course- Theory			Total Marks-100 (MM)
Course Objectives/Course Description			
1. The course aims to equip the students with the knowledge about the evolution and growth of hospitality industry. The course includes an overview of guest reservation, guest registration procedure, guest check in and guest checkout.			
Sr. no.	Topics		No. of Teaching hours/ (Lecture) 45
Syllabus Part-I (front office)			
Unit-1	Introduction to Hospitality industry		Contact Hours:5
Chapter 1.1	Hotels, their evolution and growth		2
Chapter 1.2	Hospitality and its origin		2
Chapter 1.3	Brief introduction to Hotel core department		1
Unit-2	Hotel Classified		Contact Hours:5
Chapter2.1	Size, Star categories, Hotel Location		3
Chapter 2.2	Types of Hotels		2
Unit-3	Front office structure		Contact Hours:5
Chapter 3.1	Layout of front office and its sub department		2
Chapter 3.2	Equipment of front office (Non-automated, Semi-automated, Automated)		2
Chapter 3.3	Type of Rooms		1
Unit-4	Duties and responsibilities of front office personnel		Contact Hours: 5
Chapter 4.1	Personality Traits and Attributes		1
Chapter 4.2	Organisation and Hierarchy of front office department		1
Chapter 4.3	Duties And Responsibilities of front office, Functional area of front office		2
Chapter 4.4	Front office terminology regarding guests, plans, rooms hotels tariff and other front office activities		1

Unit 5	Bell desk	Contact Hours: 2
Chapter 5.1	Functions	1
Chapter 5.2	Procedures and records	1
Part-II (House Keeping)		
Unit-1	Housekeeping Department	Contact Hours:05
Chapter1.1	Introduction of Housekeeping Department	1
Chapter1.2	Importance of Housekeeping Department, Function of housekeeping Department	2
Chapter1.3	Responsibilities of Housekeeping Department	1
Chapter1.4	Layout of Housekeeping Department & Role of Housekeeping in Guest Satisfaction	1
Unit-2	Organizational Chart of the Housekeeping Department	Contact Hours:05
Chapter2.1	Hierarchy in Small and Medium & Attributes and Qualities of the Housekeeping Staff, Hierarchy in Large and Chain Hotels	2
Chapter2.2	Duties and Responsibilities of Housekeeping Staff- Top Management	1
Chapter2.3	Duties and Responsibilities of Housekeeping Staff- Medium Management	1
Chapter2.4	Duties and Responsibilities of Housekeeping Staff- Lower Management	1
Unit-3	Inter Departmental Coordination with Other Departments	Contact Hours:05
Chapter3.1	With Front Office With Maintenance	1
Chapter3.2	With F&B Service With Security, With Sales & marketing	2
Chapter3.3	With Personnel/HR,With Stores, With Accounts and With purchase, with laundry	2
Unit-4	Cleaning Equipment & Cleaning Agents	Contact Hours:04
Chapter4.1	Cleaning Equipment Introduction & Classification.	1
Chapter4.2	Manual Equipment & Mechanical Equipment	1
Chapter4.3	Selection of Cleaning Equipment and Machines Classification of Cleaning agents with Dilution process	1
Chapter4.4	Water, detergent and Organic Solvent & Care & Maintenance.	1
Unit-5	Hotel Guest Rooms & Guest Room Cleaning	Contact Hours:04
Chapter5.1	Introduction & layout of Guest room & Importance of the guestroom to a Guest	1
Chapter5.2	Daily Cleaning of a Guest room & Bathroom cleaning	1
Chapter5.3	Checkout room cleaning, Vacant room cleaning	1
Chapter5.4	Bed Making Procedure with Traditional & Turn down service & Second service	1
Course Outcomes	End of the course, the students will be able to do the following.	

CO1	Understand the history and development of front office and describe about the hierarchy of the front office department.
CO2	Classification of the Hotel front office.
CO3	Use the different types of Rooms, Hotel size, Duties and responsibility
CO4	The learner is able to understand about the hotel classifications.
CO5	The learner is able to understand about equipment's used for front office.

Textbooks

T1. Bhatnagar S.K. , Front Office Management, Frank Bros.& Co,First Edition, 2006

T2. John R Walker, Introduction to Hospitality Management, Pearson Education India, Second Edition,2008

T3. Jatashankar Tewari, Hotel Front Office Operations &Management, Oxford, Second Edition, 2016

Books reference: -

1. Hotel Housekeeping management and operations, G Raghubalan, (Author), Oxford university press publisher,2015,3rd Edition.

Assessment method: (Continuous Internal Assessment = 50%, Final Examination = 50%)

School Name: School of Hotel and Tourism Management			
Program- BHMCT (Bachelor of Hotel Management & Catering Technology)			Semester-Ist
Course Name- Introduction to Hospitality			
A.Y 2025-26	Course Code- B030124104	Batch-2025-29	CIE Marks-50 (MM)
Total Teaching Hours-45	Total Credits-3		ESE Marks-50 (MM)
Type of Course- Theory			Total Marks-100 (MM)
Course Objectives/Course Description The aim of this course is to provide basic knowledge about hospitality and tourism. It provides the basics and fundamentals of hospitality and tourism. It provides the different allied sectors and importance in travel and tourism.			
Sr. no.	Topics	No. of Teaching hours/ (Lecture) 45	
Unit-1	Hospitality industry	Contact Hours:9	
Chapter 1.1	Meaning & Definition, Historical Evolution & Development of Hospitality Industry.	2	
Chapter 1.2	Hotel Guests, Type of the hotel guest, types of hotel rooms, hotel banquets and ballrooms.	2	
Chapter 1.3	Major contributors to hospitality industry, Hotel organization	1	
Chapter 1.4	1) Hotel revenue centre 2) Hotel cost centre 3	2	
Chapter 1.5	Organizational structures –Small, Medium, Large, Very Large Hotel	2	
Unit-2	Tourism Industry	Contact Hours: 09	
Chapter2.1	Introduction to tourism, Definition of tourist, Visitor, traveller and excursionist, tourism, recreation, and leisure interrelationship.	2	
Chapter 2.2	Basic components of Tourism, elements of tourism, Emerging concept of tourism, and concept of paid holidays.	2	
Chapter 2.3	Role of State in Promoting of tourism, classification, and Types of Tourism,	2	
Chapter 2.4	Tourism trends: growth and development of tourism over the years,	2	
Chapter 2.5	Factors responsible there in, travel accounts of adventures.	1	
Unit-3	The lodging industry	Contact Hours: 09	
Chapter 3.1	Introduction, Concept, and its importance; definition of the hotel.	2	
Chapter 3.2	Types & Classification of Hotels on different basis; Star Categorization, Heritage Hotels and others in India,	2	
Chapter 3.3	Organization Structure of Hotels; Origin, growth and development of Hotel Sector in India	2	
Chapter 3.4	History of ITC, The Taj Group, The Oberoi Group, Foreign Hotel Chains in India – Hilton, Marriott, Hyatt	2	

Chapter 3.5	The future of Hospitality industry in India and in foreign e.g. Europe, America,	1
Unit-4	Hospitality distribution channels	Contact Hours: 09
Chapter 4.1	Meaning & Definition, Functions & Levels of Distribution channels,	3
Chapter 4.2	Major Hospitality Distribution Channels – Travel agents,	2
Chapter 4.3	And Tour operators, Consortia,	2
Chapter 4.4	Global Distribution System (GDS), and Internet	2
Unit-5	Introduction to travel	Contact Hours: 09
Chapter 5.1	Overview of the Travel & Tourism Industry,	2
Chapter 5.2	Interrelationships within Travel, Tourism & Hospitality Industry,	2
Chapter 5.3	Components of Travel & travel trends. Role of Tour operators & Travel agents.	3
Chapter 5.4	Major Players of Travel & Tour Operations.	2
Course Outcomes	End of the course the students will be able to do the following.	
CO1	Understanding the basics of tourism and hospitality	
CO2	Detail and depth knowledge of tourism industry.	
CO3	Understand the overview of the travel and tourism with hospitality.	
CO4	Hospitality distribution channels	
CO5	Travel & Tourism Industry, Interrelationships within Travel, Tourism & Hospitality Industry,	

Textbooks

1. Wherich & Koontz : Principles of Management
2. L. M. Prasad : introduction to management concept.
3. Tripathi & Reddy : A K Bhatia : International Management
4. R N Kaul : Dynamics of Tourism
5. Robert Lewis & Richard Chambers : Marketing Leadership in Hospitality

Assignment: present the Hotel Pictures with department on sunboard, Collect the pictures of hotelier with their Journey and history.

Assessment method: (Continuous Internal Assessment = 50%, Final Examination = 50%)

School Name: Ability Enhancement Course from SGU Basket			
Program- Undergraduate			Semester-Ist
Course Name- English Language Proficiency			
A.Y 2025-26	Course CodeBSGUAE2401	Batch-2025-29	CIE Marks-50 (MM)
Total Teaching Hours-30	Total Credits-2		ESE Marks-50 (MM)
Type of Course- Theory			Total Marks-100 (MM)
Course Objectives/Course Description			
To enhance students' understanding and usage of English grammar and vocabulary. The students develop effective reading and comprehension skills to improve writing proficiency across various forms and styles. The learner fosters critical thinking and analytical skills through literature. To build effective communication skills for academic and professional purposes			
Sr.No.	Topics	No. of Teaching hours/ (Lecture) 30	
Unit-1	English Grammar and Usage	Contact Hours:6	
Chapter 1.1	Parts of Speech,	2	
Chapter 1.2	Tenses: Past, Present,	1	
Chapter 1.3	Future, Subject-Verb Agreement,	1	
Chapter 1.4	Active and Passive Voice,	1	
Chapter 1.5	Direct and Indirect Speech	1	
Unit-2	Vocabulary Building	Contact Hours: 06	
Chapter2.1	Synonyms and Antonyms,	1	
Chapter 2.2	Word Formation, Idioms and Phrases,	2	
Chapter 2.3	Homophones and Homonyms,	1	
Chapter 2.4	One Word Substitutions	2	
Unit-3	Reading and Comprehension	Contact Hours: 06	
Chapter 3.1	Techniques for Effective Reading,	2	
Chapter 3.2	Skimming and Scanning,	1	
Chapter 3.3	Summarizing and Paraphrasing,	1	
Chapter 3.4	Comprehension Passages, Analysing Texts	2	
Unit-4	Writing Skills	Contact Hours: 06	

Chapter 4.1	Essay Writing: Argumentative,	2
Chapter 4.2	Descriptive, Narrative,	1
Chapter 4.3	Letter Writing: Formal and Informal,	1
Chapter 4.4	Report Writing, Email Writing, Creative Writing	2
Unit-5	Literature and Critical Thinking	Contact Hours: 06
Chapter 5.1	Short Stories : "The Last Leaf" by O. Henry: "The Necklace" by Guy de Maupassant	2
Chapter 5.2	Poems: "The Road Not Taken" by Robert Frost "If" by Rudyard Kipling	2
Chapter 5.3	Drama: Excerpts from "Macbeth" by William Shakespeare Literary Analysis and Interpretation	2
Course Outcomes	End of the course the students will be able to do the following.	
CO1	The learner will come to know about English Grammar and Usage	
CO2	The learner will come to know about Vocabulary Building	
CO3	The learner will come to know about Reading and Comprehension	
CO4	The learner will come to know about Writing Skills	
CO5	The learner will come to know about Literature and Critical Thinking	

Text Book:

1. "High School English Grammar and Composition" by Wren & Martin
2. "Word Power Made Easy" by Norman Lewis
3. "Reading Comprehension: Strategies for Independent Learners" by Camille Blachowicz and Donna Ogle
4. "Writing Skills Handbook" by John Langan
"The Norton Anthology of English Literature" by M.H. Abrams

Assignment: Translate the Hindi to English a complete one story., Write the 3-3 synonyms of each word of your choice at least 20.

Assessment method: (Continuous Internal Assessment = 50%, Final Examination = 50%)

School Name: Value Added Course from SGU Basket			
Program- Undergraduate			Semester-Ist
Course Name- Introduction to Indian Constitution			
A.Y 2025-26	Course Code: BSGUVA2404	Batch-2025-29	CIE Marks-50 (MM)
Total Teaching Hours-45	Total Credits-3		ESE Marks-50 (MM)
Type of Course- Theory			Total Marks-100 (MM)
Course Objectives/Course Description			
This course aims to provide the students with value of the fundamentals of the constitution and duties and responsibilities to develop patriotism in each and every citizen.			
Sr. No.	Topics	No. of Teaching hours/ (Lecture) 45	
Unit-1	Introduction to the Indian Constitution	Contact Hours:9	
Chapter 1.1	Historical Background: The making of the Indian Constitution, Constituent Assembly	2	
Chapter 1.2	influences from various constitutions.	2	
Chapter 1.3	Philosophical Foundations	2	
Chapter 1.4	Preamble, features of the Constitution	2	
Chapter 1.5	core values.	1	
Unit-2	Fundamental Rights and Duties	Contact Hours: 09	
Chapter2.1	Fundamental Rights: Definition, types, significance, limitations.	1	
Chapter 2.2	Fundamental Duties: Introduction, significance.	2	
Chapter 2.3	Directive Principles of State Policy:	2	
Chapter 2.4	Purpose, classification, and relevance	2	
Chapter 2.5	Fundamental Rights and Duties	2	
Unit-3	Structure of Government	Contact Hours: 09	
Chapter 3.1	Union Government: President, Prime Minister, Council of Ministers, Parliament.	2	
Chapter 3.2	State Government: Governor, Chief Minister, State Legislature.	2	
Chapter 3.3	Judiciary: Structure, powers,	2	
Chapter 3.4	And Functions of the Supreme Court	1	
Chapter 3.5	High Court and District Court	2	

Unit-4	Federalism in India	Contact Hours: 09
Chapter 4.1	Federal Structure: Distribution of powers, Union-State relations, and cooperative federalism.	2
Chapter 4.2	Centre-State Relations: Legislative, administrative, and financial relations.	2
Chapter 4.3	Emerging Trends in Indian Federalism	2
Chapter 4.4	Decentralization, local governance,	2
Chapter 4.5	and challenges	1
Unit-5	Amendments and Recent Developments	Contact Hours: 09
Chapter 5.1	Amendment Process: Article 368, significant amendments, and their impact.	2
Chapter 5.2	Contemporary Issues: Judicial activism, public interest litigation (PIL), and recent landmark judgments.	2
Chapter 5.3	Challenges and Reforms: Electoral reforms,	2
Chapter 5.4	anti-defection law,	2
Chapter 5.5	and other contemporary constitutional challenges.	1
Course Outcomes	End of the course the students will be able to do the following.	
CO1	Understand the historical context and the philosophical underpinnings of the Indian Constitution.	
CO2	Analyze the structure and functions of the key institutions under the Indian Constitution.	
CO3	Comprehend the fundamental rights, duties, and directive principles enshrined in the Constitution.	
CO4	Evaluate the role of the Constitution in shaping Indian democracy and governance.	
CO5	Apply constitutional principles to contemporary issues and challenges in Indian society.	

Text Book:

1. Basu, D.D. Introduction to the Constitution of India. LexisNexis.
2. Austin, Granville. The Indian Constitution: Cornerstone of a Nation. Oxford University Press.
3. Bakshi, P.M. The Constitution of India. Universal Law Publishing.
4. Noorani, A.G. Constitutional Questions in India: The President, Parliament, and the States. Oxford University Press.
5. Pylee, M.V. India's Constitution. S. Chand & Co.

Assignment:

Make a file of fundamental duties for the country.

Make the file of the functions of the Supreme Court of India.

Assessment method: (Continuous Internal Assessment = 50%, Final Examination = 50%)

School Name: Skill Enhancement Course from SGU Basket			
Program- Undergraduate			Semester- 1st
Course Name- Office Automation			
A.Y 2025-26	Course Code- BSGUSE2410	Batch-2025-29	CIE Marks- 25 (MM)
Total Teaching Hours-30	Total Credits-2		ESE Marks- 25 (MM)
Type of Course- Theory			Total Marks-50 (MM)
Course Objectives/Course Description			
<p>This subject aims to cover the handling of whole field of word processing. It also involves various clerical tasks, such as organizing customer data or creating reports. It enables people with lower skill levels to perform higher-level tasks. In Today commercial world, automation helps the users with a sophisticated set of commands to format, edit, and print text documents. It is used as valuable and important tools in the creation of application such as newsletters, brochures, charts, presentation, documents, drawings and other graphic images. This will make the students proficient in office automation applications.</p>			
Sr. no.	Topics		No. of Teaching hours/ (Lecture) 30
Unit-1	Microsoft Word Basics & Advanced Features		Contact Hours: 06
Chapter 1.1	Introduction to Microsoft Word Basic features of Word processors (Microsoft Word/Libre Office/Open Office). Overview of the user interface: ribbon, quick access toolbar, navigation pane.		1
Chapter 1.2	Formatting Documents Changing fonts, font sizes, and colors. Using bold, italic, and underline to emphasize text. Working with subscript and superscript.		1
Chapter 1.3	Document Layout Justifying text (left, right, center, and full). Using bullets and numbering to create lists. Page setup: Margins, orientation, page size.		1
Chapter 1.4	Headers, Footers, and Page Breaks Inserting page numbers, headers, and footers. Managing page breaks and section breaks. Adjusting line spacing and paragraph settings		2
Chapter 1.5	Advanced Features: Mail Merge and Macros Creating a mail merge for letters, labels, or envelopes. Introduction to macros: Creating, recording, and using macros to automate repetitive tasks		1

Unit-2	Microsoft Word Tables & Document Enhancement	Contact Hours: 06
Chapter 2.1	Working with Tables Inserting and formatting tables. Merging and splitting cells. Adding borders, shading, and formatting table content. Inserting and deleting rows and columns.	1
Chapter 2.2	Proofing Tools Applying spelling and grammar checks. Using the thesaurus for alternative word suggestions. Setting up autocorrect options.	1
Chapter 2.3	Creating Professional Documents Designing brochures using templates. Page setup for documents and print preview options. Printing documents: Full and selected pages.	2
Chapter 2.4	Document Navigation and Protection Adding bookmarks and hyperlinks for document navigation. Using features like password protection, track changes, and comments	2
Unit-3	Microsoft Excel Basics & Data Manipulation	Contact Hours: 06
Chapter 3.1	Introduction to Microsoft Excel Overview of the Excel interface. Creating, saving, and opening workbooks.	1
Chapter 3.2	Cell Management & Data Entry Adding, deleting, and merging cells. Formatting cells and adjusting row/column layout. Using predefined functions: SUM, AVERAGE, COUNT, etc.	2
Chapter 3.3	Working with Multiple Worksheets Switching between multiple worksheets and workbooks. Creating linked data between worksheets.	1
Chapter 3.4	Advanced Excel Features Using LOOKUP and VLOOKUP functions. Working with formulas and applying automatic calculations. Creating and formatting different types of charts.	2
Unit-4	Microsoft PowerPoint Basics & Presentation Techniques	Contact Hours:06
Chapter 4.1	Introduction to PowerPoint Overview of PowerPoint interface. Creating and saving presentations using slide templates	1
Chapter 4.2	Adding and Formatting Content Adding text, images, tables, and charts. Applying transitions and animations to slides.	2
Chapter 4.3	Multimedia Elements in PowerPoint Inserting movies, sounds, and audio clips. Customizing slide layout and color schemes	1
Chapter 4.4	Presenting and Sharing PowerPoints Viewing presentations using slide navigator. Running and printing presentations.	2

	Exporting PowerPoint presentations as PDFs or videos.	
Unit- 5	G Suite (Google Workspace) & Collaborative Tools	Contact Hours: 06
Chapter 5.1	Introduction to Google Drive Creating, uploading, and organizing files/folders in Google Drive. Sharing files with permissions (view, edit, comment).	1
Chapter 5.2	Google Docs and Sheets Creating and sharing Google Docs for collaboration. Using Google Sheets to manage and share data. Collaborative features: Comments, suggestions, and real-time editing.	2
Chapter 5.3	Google Slides and Forms Creating and sharing Google Slides for presentations. Designing Google Forms for surveys and data collection.	1
Chapter 5.4	Integration and Cloud Collaboration Integrating Google Docs, Sheets, and Slides within Drive. Best practices for real-time collaboration and version control.	2
Course Outcomes	End of the course the students will be able to do the following.	
CO1	To understand whole field of word processing.	
CO2	To understand various clerical tasks, such as organizing customer data or creating reports.	
CO3	To enables people with lower skill levels to perform higher-level tasks.	
CO4	To understand to use as valuable and important tools in the creation of application such as newsletters, brochures, charts, presentation, documents, drawings and other graphic images.	
CO5	To make able proficient in office automation applications	

Textbooks:

1. Office Automation, Nirali publication. 2019, Shreeram Gholap
2. Office Automation, Margham publications, 2024, Dr. P Rizwan Ahmed

Assignments: 1. What do you understand by multimedia. Explain with examples

2. What are LOOKUP and VLOOKUP functions

Assessment method: (Continuous Internal Assessment = 50%, Final Examination = 50%)

School Name: School of Hotel and Tourism Management			
Program- BHMCT (Bachelor of Hotel Management & Catering Technology)			Semester-Ist
Course Name- Basics of Culinary Art Lab-I			
A.Y 2025-26	Course Code- B030123151	Batch-2025-29	CIE Marks-60 (MM)
Total Teaching Hours-60	Total Credits-2		ESE Marks-40 (MM)
Type of Course- Practical			Total Marks-100 (MM)
Course Objectives/Course Description. This syllabus aims to provide basic skilled and practical knowledge of culinary art and patisserie.			
Sr. no.	Topics		No. of Teaching hours/ (Practical) (60)
Practical -1	Identification of kitchen equipment and their uses, safety and security in the kitchen, types of knives and their uses, care, and maintenance.		4 hours
Practical -2	Basic cuts of vegetable Basic methods of rice preparation		4 hours
Practical -3	Basic stock (fish, white, brown, and vegetable stock)		4 hours
Practical -4	Types of roux (white, blonde & brown) Mother sauces preparation-bechamel, hollandaise, mayonnaise, velouté, espagnole, tomato sauce Note – assignment (write 5 derivatives of each sauce)		4 hours
Practical -5	Egg preparation- boiled egg, fried egg, poached, scrambled, omelets,		4 hours
Practical -6	Potato preparation- mashed potato, French fries, boiled potato, baked potato, roasted potato, lyonnaise potato		4 hours
Practical -7	Vegetable preparation- boiled vegetable, fried vegetable, stewed vegetable, glazed vegetable		4 hours
Practical -8	cream of mushroom soup, chicken with velouté sauce, herb rice		4 hours
Practical -9	Soup preparation and plating, Consommé, roasted pumpkin soup, French onion soup,		4 hours
Practical-10	Soup preparation and plating, Cabbage chowder, tomato soup & shorba, sweat and sour soup, sweet corn soup.		4 hours

Practical-11-15	Five Practicals on Breads in Bakery Varieties of breads, Muffins, Spong, Piza,	4 hours (20 hrs.)
Course Outcomes	End of the course the students will be able to do the following.	
CO1	Identifying the kitchen equipment and its uses in the kitchen and baking.	
CO2	Applying the basic skills to make the soups, stock and sauces in the kitchen.	
CO3	Understanding the kitchen organization.	
CO4	Using different ingredients in cooking and baking.	
CO5	Applying different methods of baking and cooking.	

Textbooks

Food Production Operations, By Parvinder S. Bali (3rd edition)

Theory of cookery by Krishna Arora

Theory of catering, by Clinton Csesarani, latest edition.

Assignment: sample collection of herbs and spices, photograph of vegetables (Indian and continental), famous chefs, charts etc.

Assessment method: (Continuous Internal Assessment = 60%, Final Examination = 40%)

School Name: School of Hotel and Tourism Management			
Program- BHMCT (Bachelor of Hotel Management & Catering Technology)			Semester-Ist
Course Name- Basics of Food & Beverage Service Lab-I			
A.Y 2025-26	Course Code- B030123152	Batch- 2025-29	CIE Marks-60 (MM)
Total Teaching Hours-30	Total Credits-1	ESE Marks-40 (MM)	
Type of Course- Practical			Total Marks-100 (MM)
Course Objectives/Course Description. The aim of this syllabus designed is to provide skilled and practical knowledge of Food & Beverage Service department.			
Sr. no.	Topics	No. of Teaching hours/ (Practical) 30	
Practical -1	Service Grooming and Restaurant Etiquettes.	2 hours	
Practical -2	Identification of Equipments	2 hours	
Practical -3	Mis-en-Place and Mis-en-Scène	2 hours	
Practical -4	Food and Beverage service sequence	2 hours	
Practical -5	Water pouring and seating a guest.	2 hours	
Practical -6	Laying and relaying of Tablecloth	2 hours	
Practical -7	Carrying a Salver or Tray	2 hours	
Practical -8	Sideboard setup	2 hours	
Practical -9	Handling service gear	2 hours	
Practical -10	Carrying plates, Glasses, and other Equipment	2 hours	
Practical 11-15	Five practicals based on the above Practical (Types of service, receiving the guest at the hostess desk, solving quarry, receiving phone calls for reservation of restaurant)	2 hours (10 hrs.)	
Course Outcomes	At the end of the course, the students will be able to do the following.		
CO1	Understand the role and responsibility food & beverage service department		
CO2	Discuss various activities in the food & beverage service department, such as equipment.		
CO3	Demonstrate the operational activity food & beverage service department.		
CO4	Understand the overall structure and operation of the food & beverage service department		
CO5	Carrying plates, Glasses, and other Equipment in a restaurant		

Textbooks

1. Food and beverage service-2 by Singaravelavan ,2016
2. Food and beverage operations to management by Wiley India, Tarun K Bansal, 2019.
3. Food and Beverage Services & Operations, 2021 by Manoj Kumar Yadav

Assessment method: (Continuous Internal Assessment = 60%, Final Examination = 40%)

School Name: School of Hotel and Tourism Management			
Program- BHMCT (Bachelor of Hotel Management & Catering Technology)			Semester-Ist
Course Name- Room Division Management Lab-I			
A.Y 2025-26	Course Code-B030124153	Batch-2025-29	CIE Marks-60 (MM)
Total Teaching Hours-30	Total Credits-1		ESE Marks-40(MM)
Type of Course- Practical			Total Marks-100 (MM)
Course Objectives/Course Description			
The aim of this syllabus designed is to provide basic practical knowledge about the types of equipment, use of forms and formats in front office department. To identify the front office equipment's uses. To understand about the reservation and arrival activities. To identify the different formats and forms. To understand telephone handling procedures.			
Sr. no.	Topics		No. of Teaching hours/ practical (30)
Front Office			
Practical -1	Grooming & Hygiene of Staff		01hr
Practical -2	Identification of Front office Equipment and Uses		01hr
Practical -3	Type of rooms		01hr
Practical -4	Rack, Front desk counter & bell desk		01hr
Practical -5	Filling up of various forms and formats		01hr
Practical -6	Welcoming of guest		01hr
Practical -7	Telephone handling		01hr
Practical -8	Reservation, Arrivals activity		01hr
Practical -9	Luggage handling		01hr
Practical -10	Guestroom inspection checklist		01hr
Practical-11-15	Any five practicals will be carried out from the above on different situations		05hr
House keeping			
Practical -1	Identification of Cleaning Equipment and Their Uses		01hr
Practical -2	Identification of Cleaning Agents and Their Uses		01hr
Practical -3	Enter the Guestroom Procedure & Greetings of Guest		01hr
Practical -4	Chamber Maid Trolley Setup		01hr
Practical -5	Bed Making & Guest room Cleaning Procedure		01hr

Practical -6	Glass Cleaning Procedure	01hr
Practical -7	Floor Cleaning and Use of Cleaning Agents	01hr
Practical -8	Bathroom Cleaning Procedure	01hr
Practical -9	Evening Service Procedure	01hr
Practical -10	Guestroom Inspection Checklist	01hr
Practical-11-15	Any five practical practices on the basis of the above	05hr
Course Outcomes	End of the course the students will be able to do the following.	
CO1	Understand role and responsibility of front office department	
CO2	Discuss various activities in front office department such as Equipments.	
CO3	Demonstrate on the operational activity in front office department.	
CO4	Understand the overall structure and operation of front office department.	
CO5	Understand about luggage handling.	

Text Books:

T1. Bhatnagar S.K. , Front Office Management, Frank Bros.&Co, First Edition, 2006

T2. John R Walker, Introduction to Hospitality Management, Pearson Education India, Second Edition,2008

Reference Books

T3. Robert H woods, Michele A Austin, Professional Front Office Management, Pearson, First Edition, 2008

T4. Jatashankar Tewari, Hotel Front Office Operations &Management, Oxford, Second Edition, 2016

Reference Books:

1. Hotel Housekeeping management and operations, G Raghubalan, (Author), Oxford university press publisher,2015,3rd Edition.
2. Housekeeping Management – Sudhir Andrews, (Author),Tata McGraw-Hill publishing company limited publisher,2007, 4th Edition
3. Sudhir Andrews: Hotel Housekeeping
4. Joan C. Branson: Hotel, Hostel & Hospital Housekeeping

Assessment method: (Continuous Internal Assessment = 60%, Final Examination = 40%)

School Name: Skill Enhancement Course from SGU Basket			
Program- Undergraduate			Semester- 1st
Course Name- Office Automation Lab			
A.Y 2025-26	Course Code BSGUSE2460	Batch- 2025-2029	CIE Marks- 30 (MM)
Total Teaching Hours- 30	Total Credits- 1		ESE Marks- 20 (MM)
Type of Course- Practical			Total Marks- 50 (MM)
Course Objectives/Course Description			
To understand to cover the handling of whole field of word processing. To do various clerical tasks, such as organizing customer data or creating reports. It enables learner with lower skill levels to perform higher-level tasks. To use valuable and important tools in the creation of application such as newsletters, brochures, charts, presentation, documents, drawings and other graphic images. Learner will become proficient in office automation applications.			
Sr. No	Topics		No. of Teaching hours/ (Lecture)
Practical-1	Tools to be used: Microsoft office/ Libre Office / Open Office / G Suite practicing MS word		1
Practical-2	Creating a document using different font, changing font size and colour, changing the appearance through bold/italic/underline.		1
Practical-3	Creating a document using subscript and superscript, justification of the document.		1
Practical-4	Create a document using Bullets and Numbering.		1
Practical-5	Create a document using page number, header, and footer.		1
Practical-6	Create a document using inserting page breaks and column break, line spacing.		1
Practical-7	How to use mail merge and macro in MS Word		1
Practical-8	Creating table, formatting cells, use of different border styles, shading in tables, merging of cells, and partition of cells, inserting and deleting a row in a table in MS word document.		1
Practical-9	Apply spelling checker, grammar mistakes, thesaurus in a document.		1
Practical-10	Create a Boucher using templates, page setup and print preview, and then print that document.		1
Practical-11	Working on spread sheet like adding, deleting, merging cells, layout and style.		1
Practical-12	Create a table and perform operation using predefined function on it. Practicing ms excel		1

Practical-13	In MS Excel procedure to switching between different spread sheets and workbook.	1
Practical-14	Create a spread sheet and print selected as well as full workbook.	1
Practical-15	Create a spread sheet with LOOKUP/VLOOKUP features.	1
Practical-16	Create different charts in excel and implement formulas (automatic and use defined). Practicing MS PowerPoint	1
Practical-17	Create a Power Point presentation using slide template.	1
Practical-18	Create a Power Point presentation using animation.	1
Practical-19	Create a Power Point presentation using transition	1
Practical-20	Create a Power Point Presentation with Adding movie and sound.	1
Practical-21	Create a Power Point Presentation with Adding tables and chart etc.	1
Practical-22	Changing slide colour scheme in presentation.	1
Practical-23	Viewing the presentation using slide navigator.	1
Practical-24	Create, Save, Run and Print the Power Point Presentation.	1
Practical-25	Create a database table using predefined template.	1
Practical-26	Create a database form using form wizard.	1
Practical-27	Create and share files/folders in Google drive	1
Practical-28	Create and share Google docs.	1
Practical-29	Create and share Google sheets.	1
Practical-30	Create and share Google Forms. And create and share Google slides.	1
Course Outcomes	End of the course the students will be able to do the following.	
CO1	Use file managers, word processors, spread sheets, presentation software's	
CO2	Describe the features and functions of the categories of application software.	
CO3	Present conclusions effectively, orally and in writing.	
CO4	Understand the dynamics of an office environment.	
CO5	Demonstrate the ability to apply application software in an office environment.	
CO6	Use Google Suite for office data management tasks.	

Textbooks:

Office automation Tools, notion press publication, 2019, Firos. A

Assignments:

Make a list of short command at-least 20 with explanations.

Write 10 formula used in excel.

Explain the difference between header & footer in MS Word.

Assessment method: (Continuous Internal Assessment = 60%, Final Examination = 40%)