



**School of Hotel & Tourism  
Management**

**Bachelor of Hotel Management & Catering  
Technology  
BHMCT (HONS.)**

**Batch: 2023-2027**

Programme Code: 01  
School Code: 03

**A.Y. 2025-26  
Syllabus for Theory & Practical  
Semester- 5<sup>th</sup>**



**Program Name: BHMCT (Bachelor of Hotel Management & Catering Technology)**

<b>Subject: Food Production Continental</b>	<b>Type: Theory</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
		<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>Total Hours: 45</b>	<b>Subject Code: B030125501</b>	<b>Maximum Marks: 100</b>			

**Course Description**

The aim of this syllabus designed is to provide the theoretical knowledge about larder, charcuterie, sandwiches, appetizers and chocolate, cookies and biscuits.

**Course Outcome**

	<b>Course Outcome End of the course the students will be able to understand about-</b>	<b>Bloom Taxonomy</b>
CO1	Larder or cold kitchen, responsibilities	KL1&2
CO2	The charcuterie its types and elements	KL1&2
CO3	The sandwiches, making and uses, modern trends in sandwiches and appetizers, garnishes	KL1&2
CO4	The chocolate, history, production and its uses	KL2&3
CO5	The basics of cookies and biscuits and their production	KL4&5

**Syllabus**

<b>Unit-1</b>	<b>Larder or cold kitchen</b>	<b>Contact Hours: 09</b>
Chapter 1.1	Introduction to larder, larder work	
Chapter 1.2	Section and functions of larder kitchen	
Chapter 1.3	Layout of typical larder	
Chapter 1.4	Larder equipment and larder hierarchy	
Chapter 1.5	Duties and responsibilities of larder staff	
<b>Unit-2</b>	<b>Charcuterie</b>	<b>Contact Hours: 9</b>
Chapter 2.1	Introduction to charcuterie	
Chapter 2.2	Sausages, types, elements of sausages	
Chapter 2.3	Galantines: forcemeat and its types, ballotines and dodines	
Chapter 2.4	Ham, bacon, gammon	
Chapter 2.5	Pates and terrines, Types and its ingredients	
Chapter 2.6	Truffle and aspic or gelee	
<b>Unit-3</b>	<b>Sandwiches, Appetizers and Garnishes</b>	<b>Contact Hours: 9</b>
Chapter 3.1	Introduction to sandwiches	
Chapter 3.2	Part and types of sandwiches	
Chapter 3.3	Making and storing of sandwiches	
Chapter 3.4	Modern approach to sandwiches in hotels	
Chapter 3.5	Introduction to appetizers and garnishes	
Chapter 3.6	Classification of appetizers	
Chapter 3.7	Garnishing hors d' oeuvres	
Chapter 3.8	Popular traditional appetizers from the world	
Chapter 3.9	Modern plated appetizers	
<b>Unit-4</b>	<b>Chocolate</b>	<b>Contact Hours: 9</b>
Chapter 4.1	Introduction and history of chocolate	

Chapter 4.2	Chocolate production process and its types	
Chapter 4.3	Melting and tempering of chocolate and its application	
Chapter 4.4	Cooling, uses of chocolate	
Chapter 4.5	Tools and equipment for chocolate making Storing of chocolate	
<b>Unit-5</b>	<b>Cookies and Biscuits</b>	<b>Contact Hours: 9</b>
Chapter 5.1	Introduction to cookies and biscuits	
Chapter 5.2	Types of cookies	
Chapter 5.3	Common faults in cookies	

### **Textbooks**

Food Production Operations, By Parvinder S. Bali (3<sup>rd</sup> edition)

Theory of cookery by Krishna Arora

Theory of catering, by Clinton Csesarani

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



**Program Name: BHMCT (Bachelor of Hotel Management & Catering Technology)**

<b>Subject: Food &amp; Beverages Service Operation</b>	<b>Type: Theory</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
		<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>Total Hours:45</b>	<b>Sub. Code: B030125502</b>	<b>Maximum Marks: 100</b>			

**a. Course Objective**

This syllabus aims to provide fundamentals of food & Beverages services of different areas and hierarchy of department and to understand the french term with learners which is helpful in international growth.

**b. Course Outcome**

	<b>Course Outcome</b> <b>End of the course the students will be able to do the following.</b>	<b>Bloom Taxonomy</b>
CO1	To understand the function catering, types of banquets, Service during banquet function	KL1&2
CO2	To understand gueridon service, types of trolley	KL1&2
CO3	To understand the room service, room service procedure	KL 1&2
CO4	To understand the learners, french culinary terms, Menu knowledge	KL 1&2
CO5	<b>To understand the hierarchy of Food and beverages staff of hotel</b>	KL 1&2

**c. Syllabus**

<b>Unit-1</b>	<b>Function catering</b>	<b>Contact Hours: 9</b>
Chapter 1.1	Introduction	
Chapter 1.2	Banquets, types of function, function staff, function menus, function equipment	
Chapter 1.3	Service during formal functions and informal functions	
Chapter 1.4	Table plans, spacing, table set-up	
Chapter 1.5	Function booking and organization	
<b>Unit-2</b>	<b>Gueridon service</b>	<b>Contact Hours: 9</b>
Chapter2.1	Introduction	
Chapter 2.2	Types of trolleys, Equipment used on a trolley	
Chapter 2.3	Safety in gueridon cooking, general points while selecting and handling food	
Chapter 2.4	Food preparation techniques	
<b>Unit-3</b>	<b>Room service</b>	<b>Contact Hours: 9</b>

Chapter 3.1	Introduction	
Chapter 3.2	Location and equipment required for room service	
Chapter 3.3	Room service trays and trolleys	
Chapter 3.4	Room service procedure, Order taking for room service	
Chapter 3.5	Execution of room service order, collecting the order and carrying to the room	
Chapter 3.6	In-room facilities, satisfaction of guests	
<b>Unit-4</b>	<b>French and culinary terms, Menu knowledge</b>	<b>Contact Hours: 9</b>
Chapter 4.1	French and culinary terms, French names Compound butter	
Chapter 4.2	Sauces, foundation sauces, Proprietary sauces, Miscellaneous sauces	
Chapter 4.3	Writing the menu in French	
Chapter 4.4	Examples of dishes and their descriptions for French classical Courses	
<b>Unit-5</b>	<b>Food and beverages staff of the hotel</b>	<b>Contact Hours: 9</b>
Chapter 5.1	Function of the food and beverages department	
Chapter 5.2	Organization of the food and beverages department	
Chapter 5.3	Restaurant organization, IRD bar organization, lounge organization	
Chapter 5.4	Intra and inter-department relationships	
Chapter 5.5	Qualities required for food service staff	

#### **Textbooks**

1. Food and Beverages services references R. Singervelavan.
2. F&B Services and Management references Bobby George and Sandeep Chatterjee

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



**Program Name: BHMCT (Bachelor of Hotel Management & Catering Technology)**

<b>Subject: Room Division Operation -II</b>	<b>Type: Theory</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
		<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>Total Hours:45</b>	<b>Sub.Code:B030125503</b>	<b>Maximum Marks: 100</b>			

**a. Objective**

The course aims to equip the students with the guest care and travelling documents use in room division. Also includes the process of flower arrangement making. The course includes overview of guest care.

**b. Course Outcome**

	<b>Course Outcome End of the course the students will be able to do</b>	<b>Bloom Taxonomy</b>
CO1	Understand the procedure of guest documents.	KL1&2
CO2	Understand about the arrival procedure	KL 1&2
CO3	Understand the guest complaints travelling documents,	KL 1&2
CO4	Understand about interior decoration	KL 1&2
CO5	Understand about horticulture	KL 1&2

**c. Syllabus**

<b>Unit-1</b>	<b>Guest care</b>	<b>Contact Hours:9</b>
Chapter 1.1	<ul style="list-style-type: none"> <li>a) Guest satisfaction and delight</li> <li>b) Handling complaints</li> <li>c) Follow up procedures</li> <li>d) Guest history card</li> </ul>	
Chapter 1.2	<b>Accessing the result of guest care policy</b> <ul style="list-style-type: none"> <li>a) Questionnaire</li> <li>b) Suggestion Card/Guest Comment Card</li> <li>c) Face to face interview</li> <li>d) Feedback Form</li> <li>e) Confidential Feedback Form</li> </ul>	
<b>Unit-2</b>	<b>Traveling documents</b>	<b>Contact Hours:9</b>
Chapter2.1	<ul style="list-style-type: none"> <li>a) Passport</li> <li>b) Visa</li> </ul>	
Chapter 2.2	<ul style="list-style-type: none"> <li>a) Credit card</li> <li>b) Travelers check/ Encashment Certificate</li> </ul>	

Chapter 2.3	Identity Proof Documents-Aadhar Card, Voter ID, Driving License	
<b>Unit-3</b>	<b>Arrival</b>	<b>Contact Hours:9</b>
Chapter 3.1	Bell desk & valet services	
Chapter 3.2	Functions, Procedures	
Chapter 3.3	Creating registration record	
Chapter 3.4	Establishing the method of payment	
Chapter 3.5	Issuing room key	
Chapter 3.6	Fulfilling special requests, DFIT, FFIT, Walk-in, VIP & Group, express check –In, self-registration	
<b>Unit 4</b>	<b>Flower Arrangement</b>	<b>Contact Hours:9</b>
Chapter 4.1	Types of flower arrangement designs	
Chapter 4.2	Flower Arrangement in Various Locations	
Chapter 4.3	Principles of flower arrangements	
Chapter 4.4	Equipment and accessories used in flower arrangement	
Chapter 4.5	Types of foliage and its usages	
<b>Unit 5</b>	<b>Horticulture</b>	<b>Contact Hours:9</b>
Chapter 5.1	Living with flower	
Chapter 5.2	Types and colours	
Chapter 5.3	Simple ways of gardening	
Chapter 5.4	Equipment, care pesticides	
Chapter 5.5	Techniques of cutting flowers	

### **Textbooks**

1. Bhatnagar S.K. , Front Office Management, Frank Bros.& Co, First Edition, 2006
2. Georgira Tucker – The Professional Housekeeper, 2016

### **Reference Books**

1. John C. Branson – Hotel. Hostel& Hospital House Keeping
2. John R Walker, Introduction to Hospitality Management, Pearson Education India, Second Edition,2008.

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



**Program Name: BHMCT (Bachelor of Hotel Management & Catering Technology)**

<b>Subject: Hotel &amp; Business Law</b>	<b>Type: Theory</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
		<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>Total Hours: 45</b>	<b>Sub. Code: B030125504</b>	<b>Maximum Marks: 100</b>			

### Course Objective

The objective of the course is to impart basic knowledge of the important business legislation along with relevant acts and licenses required to establish a hotel. The course is to impart basic knowledge of the Law of Partnership. To enhance the knowledge of course liabilities.

### Expected Course Outcomes

	<b>At the end of the course, the learner will be able to do the following.</b>	<b>Bloom Taxonomy</b>
CO1	Introduction to Hotel Law-types, roles of laws.	KL2
CO2	Business contracts- law of contracts.	KL3
CO3	Hotel licenses and regulations.	KL2
CO4	Law related to employees and guest	KL3
CO5	Hospitality law- law of torts	KL3

### C) Syllabus

<b>Unit-1</b>	<b>Introduction to Hotel Law</b>	<b>Contact Hours:9</b>
Chapter1.1	What is Law (Definition), and origin of hotel law?	
Chapter 1.2	Type of laws. Law related to hotel operation, Doing Business in India. Memorandum of association, articles of association.	
Chapter1.3	Roles of legislative, executive, and the judiciary.	
Chapter 1.4	Starting a business, promotion stage, private limited company, public limited company. joint venture company.	
Chapter 1.5	Foreign Exchange Management Act 1999 and foreign direct investment regulatory issues.	
<b>Unit-2</b>	<b>Business contracts</b>	<b>Contact Hours:9</b>
Chapter 2.1	Law of Contract – Definition & Nature of Contract, types of contracts, offer & acceptance, consideration & capacity to contract, free constant, legality of object & consideration, contingent contract, quasi contract. Indian contract act 1872.	
Chapter2.2	Discharge of contract, remedies for breach of contract, indemnity & guarantee, pledge, technology transfer agreement. Transfer of ownership	
Chapter2.3	Registration of firms, kinds of partners	
<b>Unit-3</b>	<b>Hotel licenses and regulations.</b>	<b>Contact Hours:9</b>

Chapter 3.1	Introduction, project stage, operation stage,	
Chapter 3.2	Different types of licenses- Board and lodging, foreign regional registration office, shops, and establishment act.	
Chapter 3.3	Hotel classification, , NOC from chief fire officer, restricted money changers license from RBI. Lift operating license from lift inspectors.	
Chapter 3.4	Food and beverage license- liquor, health, and trade. Food safety and standard act 2006. Approval of kitchen signage. And others licenses.	
Chapter 3.5	Personnel department- labor, PF, insurance, profession tax.	
<b>Unit-4</b>	<b>Law related to employees and guest</b>	<b>Contact Hours:9</b>
Chapter 4.1	Introduction to labor law, minimum wages act.	
Chapter 4.2	Consumer Protection Act 1986. Equality and empowerment of women act.	
Chapter4.3	Employee safety and workplace.	
Chapter4.4	Different types of taxes- sales, luxury, and service taxes, value added tax.	
<b>Unit-5</b>	<b>Hospitality law</b>	<b>Contact Hours:9</b>
Chapter 5.1	What is a hotel? Who is the guest?	
Chapter5.2	The sarais Act 1867.	
Chapter 5.3	Law of Torts or common law.	
Chapter 5.4	Duties of hoteliers towards guests- provide accommodation, refusal, frauded committed by either side.	

#### **Text Book**

Hotel Law by Amitabh Devendra, Oxford University Press,

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



**Program Name: BHMCT (Bachelor of Hotel Management & Catering Technology)**

<b>Subject: Food Production Continental Lab</b>	<b>Type: Practical</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
		<b>0</b>	<b>0</b>	<b>4</b>	<b>2</b>
<b>Total Hours:60</b>	<b>Sub.Code: B030125551</b>	<b>Maximum Marks: 100</b>			

**a) Objective**

The aim of this syllabus designed is to provide skilled and practical knowledge of cold kitchen and patisserie.

**b) Expected Course Outcomes**

	<b>At the end of the course, the learner will be able to do the following.</b>	<b>Bloom Taxonomy</b>
CO1	Making of different types of sandwiches	KL 3 & 4
CO2	Making of different types of hors de oeuvres	KL 3 & 4
CO3	Making different types of chocolate, chocolate moulds	KL 3 & 4
CO4	Making different types of cookies	KL 3 & 4

**C) Syllabus**

<b>Sr. No.</b>	<b>Topic</b>	<b>Total no. of practical hrs.(60)</b>
Practical - 1	Tempering of chocolate (white, dark, and milk) Assorted moulded chocolate (jam, caramel, ganache filled)	04hrs
Practical - 2	Conventional sandwiches Continental sandwiches Pinwheel sandwiches Rolled sandwiches	04hrs
Practical - 3	Grilled sandwiches Club sandwiches Denver sandwiches Danish hot tartare sandwiches	04hrs
Practical - 4	Chocolate roulade Chocolate raffles Chocolate rumballs	04hrs
Practical - 5	Quiche Calzone Pizza	04hrs
Practical -	Strudel	04hrs

6	Sausages puffs Cabbage rolls Spring rolls	
Practical - 7	Drop cookies Oatmeal cookies Choco chips cookies Butter cookies	04hrs
Practical - 8	Cabbage chowder Poulet a la rex Pommes marguises Ratatouille	04hrs
Practical - 9	Vol-au-vent de volaille et jambon Poulet a la kiev Creamy mashed potatoes Butter tossed green peas	04hrs
Practical - 10	Snicker doodles Sweet paste cookies Melting moments Ginger snap	04hrs
Practical - 11	Celery chowder Eggs au gratin Scotch eggs Lemon rice	04hrs
Practical - 12	Scotch broth Fried egg Shepherd's pie Ragout of mutton	04hrs
Practical - 13	Consommé royale Baked fish a la college Olivetti romane	04hrs
Practical - 14	Chili con carne Egg croquettes Stuffed mutton	04hrs
Practical - 15	Cream of leek soup Spaghetti bolognese Fried aubergine	04hrs

**Books reference: -**

1. A feast of lebanese-style home cooking, by tony kitous & dan leopard.
2. The kitchen prescription, by dr. saliha Mahmood ahmed.
3. The poisoned chocolates case, by Anthony Berkeley.
4. Modern cookery volume 1, sixth edition, by Thangam E. Philip

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



**Program Name: BHMCT (Bachelor of Hotel Management & Catering Technology)**

<b>Subject: Food and Beverages Service Operation Lab</b>	<b>Type: Practical</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
		<b>0</b>	<b>0</b>	<b>4</b>	<b>2</b>
<b>Total Hours:60</b>	<b>Sub. Code: B030125552</b>	<b>Maximum Marks:100</b>			

**a) Course Objective**

To learn about the service of wine and beer. To take an introductory course to basic of wine and beer and introduce the modern serving skills to the students for their career growth.

**b) Expected Course Outcomes.**

**C) Syllabus**

	<b>At the end of the course, the learner will be able to do the following.</b>	<b>Bloom Taxonomy</b>
CO1	Storage of wine.	KL 1&2
CO2	Service of wine, mise en place, accessories & equipment	KL 1&2
CO3	BOT and service of wine.	KL 3
CO4	Making Pairing wine and cheese	KL 4
CO5	Service of liqueur and Wine process	KL 5

<b>Sr. No.</b>	<b>Topic</b>	<b>Total no. of practical hrs. (60)</b>
Practical -1	Table layout and services for different types foods	04hrs
Practical -2	Beverage order taking and preparation of BOT	04hrs
Practical -3	Gueridon service- equipment and preparations.	04hrs
Practical -4	Menus for Gueridon service and operations	04hrs
Practical -5	Service of wine, mise en place, accessories & equipment-task-01- service of red wine, service of wine/ rose wine,	04hrs
Practical -6	Room service, Preparation of trolley,	04hrs
Practical -7	Room service procedure and Order taking for room service	04hrs
Practical -8	Different Situation handling in room service	04hrs
Practical -9	Wine service in the room	04hrs
Practical -10	Matching wines with food in the room- task-01: menu planning with accompanying wines- international cuisine,	04hrs
Practical -11	Matching wines with food in the room - task-02: Indian regional cuisine	04hrs
Practical -12	Table plans, spacing, and table set-up for banqueting	04hrs
Practical -13	Beverage services in banqueting	04hrs

Practical -14	Different situation handling in front of a guest while serving food	04hrs
Practical -15	Different sets for different Cuisines	04hrs

**Books reference: -**

Sudhir Andrews: F & B Service Trg. Manual

Denni R. Lillicrap: F & B Service

S.N. bagchi – Food & Beverage Service

Boby George – Food & Beverage Service

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



**Program Name: BHMCT (Bachelor of Hotel Management & Catering Technology)**

<b>Subject: Room Division Operation-II Lab</b>	<b>Type: Theory</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
		<b>0</b>	<b>0</b>	<b>4</b>	<b>2</b>
<b>Total Hours: 60</b>	<b>Sub. Code: B030125553</b>	<b>Maximum Marks: 100</b>			

**b) Objective**

The aim of this syllabus designed is to provide skilled and practical knowledge of operational work in front office department and housekeeping department.

**b) Expected Course Outcomes**

	<b>At the end of the course, the learner will be able to do the following.</b>
CO1	Understand role and responsibility of Bell desk department
CO2	Discuss various type of room rate in front office department.
CO3	Demonstrate on the operational activity of guest check- in front office department.
CO4	Understand the overall structure and operation of front office department
CO5	Understand about the interior decoration

**C) Syllabus**

**Practical - Front Office**

<b>Sr. No.</b>	<b>Topics</b>	<b>Total no. of practical hrs. (60)</b>
<b>Practical -1</b>	Recap of the Previous semester	<b>02hrs</b>
<b>Practical -2</b>	Handling various types of inquires	<b>02hrs</b>
<b>Practical -3</b>	Message and mail handling and books filling up	<b>02hrs</b>
<b>Practical -4</b>	Room key rack management	<b>02hrs</b>
<b>Practical -5</b>	Wake up calls	<b>02hrs</b>
<b>Practical -6</b>	Dealing with emergencies like Event of fire, Event of fumes, Event of gas leakage	<b>02hrs</b>
<b>Practical -7</b>	Arrival procedure	<b>02hrs</b>
<b>Practical -8</b>	Creating registration record	<b>02hrs</b>
<b>Practical -9</b>	Key handling	<b>02hrs</b>
<b>Practical -10</b>	Complaints handling	<b>02hrs</b>
<b>Practical 11-15</b>	On the basis of above	<b>10 hrs</b>
	<b>Practical –Housekeeping</b>	<b>02hrs</b>

<b>Practical -1</b>	Identification of different tools in gardening	<b>02hrs</b>
<b>Practical -2</b>	Different indoor and outdoor plants list on the chart paper	<b>02hrs</b>
<b>Practical -3</b>	Identification of equipment and material required for horticulture	<b>02hrs</b>
<b>Practical -4</b>	Preparing Terrarium	<b>02hrs</b>
<b>Practical -5</b>	Preparing Bonsai Plant	<b>02hrs</b>
<b>Practical -5</b>	Making and display of different miniature of wall covering and floor covering, light arrangements using flip charts.	<b>02hrs</b>
<b>Practical -6</b>	Different types of flower arrangement design	<b>02hrs</b>
<b>Practical -7</b>	Flower Arrangement in Various Locations	<b>02hrs</b>
<b>Practical -8</b>	Identification and usage of foliage	<b>02hrs</b>
<b>Practical -9</b>	Different styles of flower cutting	<b>02hrs</b>
<b>Practical -10</b>	Visit to a nursery	<b>02hrs</b>
<b>Practical 11-15</b>	On the basis of above	<b>10 hrs</b>

**Books reference: -**

- d. **T1.** Bhatnagar S.K. , Front Office Management, Frank Bros.&Co,First Edition, 2006
- a. **T2.** John R Walker, Introduction to Hospitality Management, Pearson Education India, Second Edition,2008
- b. **T3.** Robert H woods, Michele A Austin, Professional Front Office Management, Pearson,First Edition, 2008
- c. **T4.** Jatashankar Tewari, Hotel Front Office Operations &Management, Oxford, Second Edition, 2016

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

<b>School Name:</b> Ability Enhancement course from SGU Common Basket			
<b>Program-</b> Undergraduate			<b>Semester-</b> 5 <sup>th</sup>
<b>Course Name-</b> Research Writing Skill			
<b>A.Y</b> 2025-26	<b>Course Code</b> BSGUAE2405	<b>Batch-</b> 2023-27	<b>CIE Marks-</b> 50 (MM)
<b>Total Teaching Hours-</b> 30	<b>Total Credits-</b> 2		<b>ESE Marks-</b> 50 (MM)
<b>Type of Course-</b> Theory			<b>Total Marks-</b> 100 (MM)
<b>Course Objectives/Course Description</b> The aim of this course designed is to provide the theoretical knowledge about research and its basics so that the learner can start with research articles.			
<b>Sr. no.</b>	<b>Topics</b>	<b>No. of Teaching hours/ (Lecture)</b> 30	
<b>Unit-1</b>	<b>Introduction to Research Writing</b>	<b>Contact hrs. 6</b>	
Chapter 1.1	The Importance and Purpose of Research Writing	2	
Chapter 1.2	Types of Research Papers	1	
Chapter 1.3	Understanding the Research Process	1	
Chapter 1.4	Identifying Research Problems and Formulating Research Questions	1	
Chapter 1.5	Developing Testable Hypotheses	1	
<b>Unit-2</b>	<b>Literature Review and Research Methodologies</b>	<b>Contact hrs. 6</b>	
Chapter2.1	Techniques for Conducting Literature Searches	1	
Chapter 2.2	Evaluating Sources for Credibility	1	
Chapter 2.3	Qualitative, Quantitative and Rhetorical Research Methods	1	
Chapter 2.4	Experimental and Non-Experimental Research Designs	1	
Chapter 2.5	Data Collection and Data-Analysis Techniques	1	
Chapter 2.6	Thesis, Synopsis Writing-Structure and Importance	1	
<b>Unit-3</b>	<b>Structuring and Writing Research Papers</b>	<b>Contact hrs. 6</b>	
Chapter 3.1	Components of Research Paper: Title Page, Abstract, Introduction, Literature Review, Methodology, Results, Discussion, Conclusion, Citing Sources etc.	2	
Chapter 3.2	Writing the Methodology Section: Detailing Research Methods and Procedures	2	
Chapter 3.3	Presenting Results: Using tables, Figures, and Descriptive Statistics	1	

Chapter 3.4	Writing the Discussion: Interpreting Findings and Discussing Implications	1
<b>Unit-4</b>	<b>Ethical Considerations and Citations</b>	<b>Contact hrs. 6</b>
Chapter 4.1	Avoiding Plagiarism and Academic Dishonesty	2
Chapter 4.2	Ethical Issues in Research and Publications	1
Chapter 4.3	Various Citation Styles: APA, MLA, Chicago etc.	2
Chapter 4.4	Proper Formatting and Referencing	1
<b>Unit-5</b>	<b>Effective Research Presentations</b>	<b>Contact hrs. 6</b>
Chapter 5.1	Introduction, Purpose, Personal Skills, Language Skills, Content Development, Gathering Supporting Evidence	2
Chapter 5.2	Techniques for Effective Revision and Editing	1
Chapter 5.3	Incorporating Feedback and Final Proofreading	1
Chapter 5.4	Preparing and Delivering a Research Paper Presentation	2
<b>Course Outcomes</b>	<b>At the end of the course, the students will be able to understand.</b>	
CO1	Research Writing	
CO2	Literature Review and Research Methodologies	
CO3	Structuring and Writing Research Papers	
CO4	Ethical Considerations and Citations	
CO5	Effective Research Presentations	

#### **Textbooks**

Research Methodology: Methods and Techniques, C. R. Kothari · 2004

Research Methodology, Khan, 2011.

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

-----**End of the syllabus**-----