



Gokul Global University

Siddhpur

Faculty of Commerce and Management



Syllabus

(As per the Guidelines of New Education Policy-2020)

Program: B.Sc Hospitality and Hotel Administration

Subject/Branch: Management

Year: I-Year

Semester: I (First)

Course Title: Fundamentals of Food & Beverage-I

Course Code: CPMJFAB101HM

Course Type: MajorCore-1 (THEORY)

Course Credit: 04

Pre-Requisite: 10+2

Rationale: The Food and Beverage Service is to ensure the efficient, courteous, and professional delivery of food and drinks to enhance the dining experience and satisfaction of customers.

Teaching Examination Scheme:

Teaching (Hours/week)			Examination Scheme				
Lecture	Tutorial	Practical	Internal		External	Passing Marks	Total
			Mid	CE			
2	0	0	20	20	60	40	100

Course Objective:

The Fundamentals of Food and Beverage Service is to ensure the efficient, courteous, and professional delivery of food and beverages to guests, enhancing their dining experience and satisfaction

Course Outcome:

Upon completing the 'Food and Beverage Service' course, students will be able to proficiently manage and execute various aspects of food and beverage operations, ensuring high-quality service and customer satisfaction in hospitality settings.

Content:

Unit	Description in detail	Credit	Weightage
I	Introduction to the Food and Beverage Service Industry: The evolution of catering industry, scope for caterers. Relationship of the catering industry to other industries, Types of Catering Establishments - Sectors, Food and Beverage Service Areas in a Hotel: Restaurants and their subdivisions, Coffee Shop, Room Service, Bars, Banquets, Discotheques, Grill Room, Snack Bar, Executive Lounges, Business Centers and Night Club; Back areas: Still Room, Wash-up, Hot-Plate, Plate Room, Kitchen Stewarding	1	25 %
II	Food and Beverage Equipment: Operating equipment, Classification of crockery/ cutlery/ glassware/ hollowware/ flatware/ special equipment upkeep and maintenance of equipment, Furniture, Linen, Disposables. Food and Beverage Service Methods: Table Service – Silver/English, Family, American, Butler/ French, Russian; Self Service - Buffet and Cafeteria Service; Specialized Service – Gueridon, Tray, Trolley, Lounge, Room etc.; Single Point Service-Takeaway, Vending, Kiosks, Food Courts, Bars, Automats.	1	25 %
III	Food and Beverage Service Personnel: Staff organization-the principal staff of different types of restaurants. Duties & responsibilities of the service staff. Duties and responsibilities of service staff – Job Descriptions and Job Specifications. Attitude and Attributes of Food and Beverage Service Personnel - personal hygiene, punctuality, personality attitude towards guests, appearance, salesmanship, sense of urgency, customer satisfaction. Basic Etiquettes for catering staff. Inter departmental relationship. Menus and Covers: Introduction, Cover-definition; different layouts, Menu Planning, considerations and constraints, Menu Terms,	1	25 %

	Menu Design, French Classical Menu, Classical Foods and its Accompaniments with cover, Indian Regional dishes, accompaniments and service.		
IV	Food and Beverage Service Personnel: Staff organization-the principal staff of different types of restaurants. Duties & responsibilities of the service staff- Job Descriptions and Job Specifications. Attitude and Attributes of Food and Beverage Service Personnel - personal hygiene, punctuality, personality attitude towards guests, appearance, salesmanship, sense of urgency, customer satisfaction. Menus and Covers: Introduction, Cover- definition; different layouts, Menu Planning, considerations and constraints, Menu Terms, Menu Design, French Classical Menu, Classical Foods and its Accompaniments with cover, Indian Regional dishes, accompaniments and service.	1	25 %

Reference Books:

1. **Food & Beverage service**–Denis Lillicrap.
2. **Food & Beverage Service**–Vijay Dhawan.
3. **Food & beverage Service**-RaoJ Suhas.



Gokul Global University,
Siddhpur



Faculty of Commerce and Management

Syllabus

(As per the Guidelines of New Education Policy-2020)

Program: B.Sc Hospitality and Hotel Administration

Subject/Branch: Management

Year: I-Year

Semester: I(First)

Course Title: Fundamentals of Food Production-I

Course Code: CPMJACO103HM

Course Type: Major Core-2 (THEORY)

Course Credit: 03

Pre-Requisite: 10+2

Rationale: To provide a foundational understanding of the principles, techniques, and practices involved in the preparation, cooking, and presentation of food, ensuring safety, quality, and nutrition.

Teaching Examination Scheme:

Teaching (Hours/week)			Examination Scheme				
Lecture	Tutorial	Practical	Internal		External	Passing Marks	Total
			Mid	CE			
3	0	0	20	20	60	40	100

Course Objective:

The objective of the 'Fundamentals of Food Production' course is to provide students with foundational knowledge and practical skills in the principles, techniques, and processes involved in the preparation, cooking, and presentation of various food items.

Course Outcome:

1. Understanding Basic Culinary Techniques.
2. Knowledge of Food Safety and Sanitation.
3. Nutritional Awareness.

Content:

Unit	Description in detail	Credit	Weightage
I	<p>Introduction to the Art of Cookery: Culinary History- Development of the Culinary Art from the middle ages to modern cookery, Modern hotel kitchen, Nouvelle Cuisine, Cuisine Minceur, Indian Regional Cuisine. Popular International Cuisine (An Introduction) of French, Italian and Chinese Cuisine.</p> <p>Aims & Objectives of Cooking Food: Classification–Cooking Materials and their uses. Foundation ingredients – meaning, action of heat n carbohydrates, fats, proteins, minerals and vitamins. Fats and oils – meaning & examples of fats & oils, quality for shortenings, commonly used fats and oils and their sources &uses. Raising agent- functions of raising agents, chemical raising agents & yeast. Eggs- uses of eggs in cooking, characteristics of fresh eggs, deterioration of eggs, storage of eggs. Salts-uses. Liquid-water, stock, milk, fruit juices etc. Uses of liquid. Flavouring& seasoning– uses & example. Sweetening agents- uses & examples. Thickening agent.</p>	1	30 %
II	<p>Preparation of ingredients: Washing, peeling scraping, paring. Cutting–terms used in vegetables cutting, julienne, brunoise, mecedoine, jardinière, paysanne- grating. Grinding, Mashing, Sieving, Milling, Steeping, centrifuging, emulsification evaporation, homogenization. Methods of mixing foods.</p>	1	30%
III	<p>Equipment used in kitchen. Types of Kitchen Equipment; Diagrams, Uses, Maintenance, Criteria for Selection. Kitchen Organization: Main Kitchen & Satellite Kitchen, Duties & responsibilities of each staff, Cooking fuels-uses &Advantage of different types of cooking fuels.</p>	0.5	20 %

IV	<p>Methods of Cooking Food: transference of heat to food by radiation, conduction & convection-magnetrons waves meaning. Boiling, poaching, stewing, braising, steaming, baking, roasting, grilling, frying, paper bag, microwave, pot rousing-explanations with examples. Stocks, Glazes, Sauces and Soups: Meaning uses and types of stocks, points observed while making stock. Recipes for 1 litre of white, brown and fish stock. Glazes: meaning & uses. Sauces: meaning, qualities of a good sauce, types of sauces -proprietary sauce and mother sauce. Recipe for 1 lit Béchamel, Veloute, Espagnole, Tomato & Hollandaise. Derivatives of mother sauces. (Only name, no recipes). Recipes for known International Sauces & their uses. Soups – classification of soups, meaning of each type with examples. Basic Preparations. Mise-en-place for Bouquet</p> <p>Garni, mirepoix, duxellepaste, batters, marinades and gravies.</p>	0.5	20 %
----	---	-----	------

Reference Books:

1. **Theory of Cookery**– Krishna Arora.
2. **Modern Cookery**– Thangam Philip.
3. **Larousse Gastronomique**– Montagne
4. **Professional Chef**–ArvindSaraswat.



**Gokul Global University,
Siddhpur**



Faculty of Commerce and Management

Syllabus

(As per the Guidelines of New Education Policy-2020)

Program: B.Sc Hospitality and Hotel Administration

Year: I-Year

Course Title: Accounting in Hotel Management

Course Type: Minor -1

Pre-Requisite: 10+2

Subject/Branch: Management

Semester: I(First)

Course Code:CPMIACC105HM

Course Credit:04

Rationale: An accounting in hotel management is to ensure the efficient financial management and accountability of hotel operations.

Teaching Examination Scheme:

Teaching (Hours/week)			Examination Scheme				
Lecture	Tutorial	Practical	Internal		External	Passing Marks	Total
			Mid	CE			
4	0	0	20	20	60	40	100

Course Objective:

An accounting in hotel management is to provide accurate and timely financial information that supports effective decision-making, efficient management of resources, and regulatory compliance

Course Outcome:

1. Gain a solid understanding of basic accounting principles, including financial statements, balance sheets, income statements, and cash flow statements.
2. Develop skills in creating and managing budgets, forecasting future financial performance.
3. Learn techniques for controlling costs within a hotel, including managing

expenses, understanding cost behavior, and implementing cost-saving strategies.

Content:

Unit	Description in detail	Credit	Weightage
I	Introduction to Accounting: Meaning and Definition, Types and Classification, Principles of accounting, Systems of accounting, Generally Accepted Accounting Principles (GAAP). Primary and Secondary Books. Bank Reconciliation Statement: Meaning, Reasons for difference in Pass Book and Cash Book Balances, Preparation of Bank Reconciliation Statement(No Practical's). Trial balance: Meaning, method, advantage, limitations.	1	25 %
II	Final Accounts: Meaning, Procedure for preparation of Final Accounts, Difference between Trading Accounts, Profit & Loss Accounts and Balance Sheet, Adjustments (Only four): Closing Stock, Pre-paid Income and Expenses, Outstanding Income and Expenses, Depreciation. Capital and Revenue Expenditure: Meaning, Definition of Capital and Revenue Expenditure, Income And Expenditure Account, Receipt and Payment Account.	1	25 %
III	Cost Accounting, Cost Sheet/Tender/Marginal Costing & Break even Analysis, Budgetary Control.	1	25 %
IV	Financial Management – Meaning, aims, Nature, Scope, Objectives and functions of financial management. Sources of finance. Working Capital Management- Significance Classification, Factors affecting working capital requirement.	1	25 %

Reference Books:

1. Pandey. I.M. **Financial Management**, Vikas Publishing, New Delhi.
2. Khan, M. Y.,**Financial Management**, Tata Mc.Grand Hill Publishing Co.Ltd, New Delhi.
3. Gupta, R. L. **Booking keeping & Accounting**, Sultan Chand, New Delhi.
4. GrewalT.S ,**Introduction to Accounting**, S.Chand.
5. Khan and Jain, **Cost Accountancy**,Tata McGraw Hill.



**Gokul Global University,
Siddhpur**



Faculty of Commerce and Management

Syllabus

(As per the Guidelines of New Education Policy-2020)

Program: B.Sc Hospitality and Hotel Administration **Subject/Branch:** Management

Year: I-Year

Semester: I(First)

Course Title: Health Promotion & Fitness

Course Code: CPMDHPF106HM

Course Type: Multi-Diciplinary-1

Course Credit: 04

Pre-Requisite: 10+2

Rationale:

Health Promotion & Fitness is designed to address the growing need for knowledge and skills in promoting health and fitness within diverse populations.

Teaching Examination Scheme:

Teaching (Hours/week)			Examination Scheme				
Lecture	Tutorial	Practical	Internal		External	Passing Marks	Total
			Mid	CE			
4	0	0	20	20	60	40	100

Course Objective:

To equip students with foundational knowledge of health promotion theories, fitness principles, and the relationship between physical activity and health.

Course Outcome:

Upon successful completion of the Health Promotion & Fitness course, students will be able to:

1. Demonstrate a thorough understanding of health promotion and theories and fitness principles.
2. Design and implement effective health promotion and fitness programs.
3. Assess the effectiveness of health promotion interventions and make data-driven decisions to improve outcomes.

Content:

Unit	Description in detail	Credit	Weightage
I	Introduction to Health Promotion Concept of Health and Wellness: Definitions, dimensions, and determinants. Public Health and Health Promotion: Principles, strategies, and importance. Health Promotion Theories and Models: Health Belief Model, Theory of Planned Behavior, Social Cognitive Theory. Epidemiology and Disease Prevention: Basic epidemiological concepts, disease prevention levels (primary, secondary, tertiary).	1	25 %
II	Unit 2: Physical Fitness and Exercise Components of Physical Fitness: Cardiovascular endurance, muscular strength, flexibility, body composition. Benefits of Regular Physical Activity: Physical, mental, and social health benefits. Exercise Prescription: Guidelines for different populations (children, adults, elderly, special populations). Types of Exercise: Aerobic, anaerobic, strength training, flexibility exercises.	1	25 %
III	Unit 3: Nutrition and Healthy Eating Nutritional Guidelines and Recommendations: Dietary guidelines, MyPlate, macronutrients, micronutrients. Diet and Disease Prevention: Role of nutrition in preventing chronic diseases (heart disease, diabetes, obesity). Weight Management: Principles of weight loss and maintenance, healthy eating behaviors. Supplementation and Ergogenic Aids:	1	25 %

	Use and regulation of supplements, benefits, and risks.		
IV	<p>Unit 4: Health Promotion Programs and Policies</p> <p>Designing Health Promotion Programs: Needs assessment, planning, implementation, and evaluation.</p> <p>Workplace Health Promotion: Importance, strategies, and benefits of workplace wellness programs.</p> <p>Community Health Promotion: Role of community-based initiatives, partnerships, and advocacy.</p> <p>Health Policy and Legislation: Policies influencing health promotion, public health laws, and regulations.</p>	1	25 %

Reference Books:

1. "Health Promotion: Theory and Practice" by John Kemm and Ann Close
 Publisher: Red Globe Press (previously published under Palgrave)
2. "Health Promotion: Planning & Strategies" by David Seedhouse
 Publisher: Wiley-Blackwell
3. "Health Promotion: Models and Values" by Crafter, James
 Publisher: Oxford University Press
4. "Green & Tones' Health Promotion" edited by Ruth Cross and James Woodall
 Publisher: SAGE Publications



Gokul Global University,
Siddhpur



Faculty of Commerce and Management

Syllabus

(As per the Guidelines of New Education Policy-2020)

Program: B.Sc Hospitality and Hotel Administration **Subject/Branch:** Management

Year: I-Year

Semester: I(First)

Course Title: Yoga and Meditation (YM)

Course Code: CPIKSYGM108HM

Course Type: IKS

Course Credit: 02

Pre-Requisite: 10+2

Rationale:The course on Yoga and Meditation is designed to provide students with a comprehensive understanding of the ancient practices of yoga and meditation. These practices promote physical, mental, and emotional well-being.

Teaching Examination Scheme:

Teaching (Hours/week)			Examination Scheme				
Lecture	Tutorial	Practical	Internal		External	Passing Marks	Total
			Mid	CE			
2	0	0	10	15	25	20	50

Course Objective:

1. Understand the Fundamentals: To introduce students to the basic principles and philosophy of yoga and meditation.
2. Physical Benefits: To teach various yoga postures (asanas) that enhance physical strength, flexibility, and balance.
3. Mental Clarity: To explore meditation techniques that improve mental focus, clarity, and emotional stability.
4. Stress Management: To provide tools and techniques for managing stress and anxiety through regular practice.

Course Outcome:

1. Enhanced Physical Fitness: Students will achieve improved physical fitness, flexibility, and overall body strength.
2. Improved Mental Health: Students will experience better mental clarity, reduced stress levels, and enhanced emotional stability.
3. Increased Self-Awareness: Students will develop greater self-awareness and mindfulness in their daily lives.

Content:

Unit	Description in Detail	Credit	Weightage
I	Concept of Physical Education and Health Definition, Aims and Objectives of Physical Education Importance and Scope of Physical Education Modern concept of Health, Physical fitness and Wellness.	0.50	25 %
II	Components of Physical Fitness Physical fitness components - Speed, Strength, Endurance, Flexibility and Coordinative Abilities Types of Physical Fitness - Health related Physical Fitness - Performance Related Physical Fitness - Cosmetic fitness Fitness Balance	0.50	25 %
III	Principles of Exercise Program Activities for developing Physical Fitness Components Exercise and Heart rate Zones Principles of First Aid Nutritional Balance	0.50	25 %
IV	Yoga and Stress Management -Yoga Asanas and its effects/Benefit- Surya Namaskar, Steps of Surya Namaskar - Padmasana - Halasana - Bhujangasana - Shalabhasana - Dhanurasana - Shavasana - Vajrasana - Chakrasana - Trikonasana - Padahasthasana Postural Deformities – Corrective	0.50	25 %

	measures Stress Management and Relaxation Techniques		
--	--	--	--

Reference Books:

Sr. No.	Author	NameoftheBook	Publisher	Yearof Publication
1.	Puri. K.Chandra.S.S.	Health and Physical Education	SurjeetPubl icatio	2005.

Suggested Readings:

1. Puri .k. Chandra S.S (2005) “Health and Physical Education” New Delhi :Surjeet Publication.
2. 2. Thomas D Fahey and others. Fit and well : 6th Edition New York : McGraw Hill Publishers.

Practical / Activities:

1. Yoga and Meditation sessions in the class.
2. Regular Workshop / Seminar.



Gokul Global University,
Siddhpur



Faculty of Commerce and Management

Syllabus

(As per the Guidelines of New Education Policy-2020)

Program: B.Sc Hospitality and Hotel Administration **Subject/Branch:** Management

Year: I-Year

Semester: I(First)

Course Title: English-I

Course Code: CPAECENG109HM

Course Type: Ability Enhancement

Course Credit: 02

Pre-Requisite: 10+2

Rationale: The English course aims to enhance students' proficiency in English by focusing on practical communication skills.

Teaching Examination Scheme:

Teaching (Hours/week)			Examination Scheme				
Lecture	Tutorial	Practical	Internal		External	Passing Marks	Total
			Mid	CE			
2	0	0	10	15	25	20	50

Course Objectives:

1. Develop Listening Skills: To improve the ability to comprehend spoken English in diverse situations, including academic lectures, group discussions, and everyday conversations.
2. Enhance Spoken Communication: To build confidence and fluency in speaking English, enabling students to participate effectively in discussions, presentations, and interviews.
3. Improve Reading Skills: To develop the ability to read and understand various forms of written English, including academic texts, reports, and articles.

Course Outcome:

1. Effective Communication: Students will be able to communicate more effectively in English, both orally and in writing, in a variety of contexts.
2. Enhanced Listening Skills: Students will demonstrate improved comprehension of spoken English, including the ability to follow and engage in conversations, presentations, and discussions.
3. Confidence in Speaking: Students will gain confidence in speaking English, able to express ideas clearly and participate actively in discussions and presentations.

Content:

Unit	Description	Credit	Weightage
I	<ul style="list-style-type: none">• Parts of speech: Subject, noun, pronoun.• Vocabulary and sentences: routine activities, Greetings; Self introduction; Application writing.	0.50	20%
II	<ul style="list-style-type: none">• Tenses: Present, Past and Future Tenses. (Formation of sentences, fill in the blanks with appropriate tense, correct form of the verb and correct helping verb).	0.50	40 %
III	<ul style="list-style-type: none">• Articles: A, An and The. (Formation of sentences, fill in the blanks with appropriate article).	0.50	20 %
IV	<ul style="list-style-type: none">• Prepositions: In, into, on, onto, at, by, with, from, to, for, about, of, off, over, under, beside, between among, after, before, during, though. (Formation of sentences, fill in the blanks with appropriate preposition).	0.50	20%

Reference Books:

Sr. No.	Author	NameoftheBook	Publisher	Yearof Publication
1.	MadhumitaChakraborthy, SumitaPuri and JyotiJakharDahiya	English Communication	McMillan Education India	2017
2.	Board of Editors	Interactive English	McMillan Education India	Latest
3.	Dr. Richa Mishra and Dr. RatnaRao	A Text Book of English and Communication	McMillan Education India	2019

Suggested Readings:

3. Communicative Competence in Business English- Robinson, Netrakanti, and Shintre- Orient Longman- Hyderabad.
4. Word Power Made Easy- Norman Lewis- Goyal Saab- New Delhi.
5. Oxford Dictionary of Phrasal Verbs.

Online Resources:

1. www.youtube .com
2. British Council Learn English: <https://learnenglish.britishcouncil.org/>
The British Council offers lessons, games, and activities to help students learn and practice English in an engaging way.
3. English Conversation Practice app from Google play store.

Practical / Activities:

3. Individual Oral Presentation in the classroom.
4. Home assignments for English Writing and Practice.



**Gokul Global University,
Siddhpur**



Faculty of Commerce and Management

Syllabus

(As per the Guidelines of New Education Policy-2020)

Practical-1

Subject: Fundamentals of Food& beverage-I

Subject Code : CPMJFAB102HM

Semester-I

FUNDAMENTALS OF FOOD & BEVERAGE-I(LAB) TEACHING AND EXAMINATION SCHEME:

Teaching (Hours/week)			Examination Scheme			
Lecture	Tutorial	Practical	Internal	External	Passing Marks	Total
0	0	2				
			20	30	25	50

LIST OF PRACTICALS:

1. Service Grooming and Restaurant Etiquettes.
2. Mis-en-place and Mis-en-scene
3. Identification of equipment.
4. Food and Beverage service sequence
5. Water pouring and seating a guest.
6. Laying and relaying of Tablecloth
7. Napkin folds
8. Carrying a Salver or Tray
9. Rules for laying table-Laying covers as per menus
10. TD Hand and Alicantecover Layout
11. Handling service gear
12. Carrying plates, Glasses and other Equipments
13. Clearing a sh tray
14. Crumbing, Clearance and presentation of bill

15. Sideboard setup
16. Silverservice
17. Americanservice
18. Situationhandling
19. Breakfasttablelay-up
20. Restaurantreservationsystem
21. Hostessdeskfunctions
22. Ordertaking-writingafoodKOT, writinga BOT



Gokul Global University,
Siddhpur



Faculty of Commerce and Management

Syllabus

(As per the Guidelines of New Education Policy-2020)

Practical-2

Subject: Fundamentals of Food Production-I

Subject Code: CPMJFFP104HM

Semester-I

FUNDAMENTALS OF FOOD PRODUCTION-I LAB TEACHING AND EXAMINATION SCHEME:

Teaching (Hours/week)			Examination Scheme			
Lecture	Tutorial	Practical	Internal	External	Passing Marks	Total
0	0	2				

LIST OF PRACTICALS:

1. Proper usage of a Kitchen Knife and Hand Tools.
2. Understanding the usage of small equipment.
3. Basic Hygiene practices to be observed in the Kitchen.
4. Safety practices to be observed in the kitchen: First Aid for cuts and burns.
5. Identification of Raw Materials.
6. Demonstration of Cooking Methods.
7. Basic cuts of Vegetables. -Julienna, Jardinière, Mognonette, Dices, Cubes, Macedoine, Paysanne, Shred, Concasse, Mirepoix. Blanching of Tomatoes, Vegetables.
8. Basic Stock preparations.-White, Brown and Fish stock.
9. Egg Cookery including Classical Preparations –Boiled, Fried, Poached, Omlette, EnCocotte.
10. Basic sauce preparations and commonly used derivatives.- Bechemel, Mayonnaise, Tomato, Hollandaise, Veloute.
11. Preparation of basic continental cookery –stews, sauces, soups.
12. Basic Continental Dishes based on Vegetables and Meats.
13. Preparation of three courses simple Indian menus. (simple 3-4 course menus).



**Gokul Global University,
Siddhpur**



Faculty of Commerce and Management

Syllabus

(As per the Guidelines of New Education Policy-2020)

Program: B.Sc Hospitality and Hotel Administration

Subject/Branch: Management

Year: I-Year

Semester: II (Second)

Course Title: Basics of Accommodation Operations-II

Course Code: CPMJDSCFIM201

Course Type: Major Core-3

Course Credit: 04

Pre-Requisite: 10+2

Rationale:The Food and Beverage Service is to ensure the efficient, courteous, and professional delivery of food and drinks to enhance the dining experience and satisfaction of customers.

Teaching Examination Scheme:

Teaching (Hours/week)			Examination Scheme				
Lecture	Tutorial	Practical	Internal		External	Passing Marks	Total
			Mid	CE			
4	0	0	20	20	60	40	100

Course Objective:

The Fundamentals of Food and Beverage Service is to ensure the efficient, courteous, and professional delivery of food and beverages to guests, enhancing their dining experience and satisfaction

Course Outcome:

Upon completing the 'Food and Beverage Service' course, students will be able to proficiently manage and execute various aspects of food and beverage operations, ensuring high-quality service and customer satisfaction in hospitality settings.

Content:

Unit	Description in detail	Credit	Weightage
I	Introduction: Introduction to housekeeping department; Meaning, Definition & Importance of Housekeeping Department; Role of Housekeeping in hospitality industry. Lay out & Organizational Structure: Layout of Housekeeping department; Organizational Structure of Housekeeping department (Small, Medium & large); Interdepartmental relationship (emphasis on Front office & Maintenance); Relevant sub section. Staffing in Housekeeping Department: Role of key personnel in Housekeeping department; Job description & Job specification of Housekeeping staff (Executive Housekeeper, Deputy housekeeper, Floor supervisor, Public area supervisor, Night supervisor, Room attendant, Houseman, Head gardener).	1	25 %
II	Planning work of housekeeping department: Identifying Housekeeping department; Briefing & Debriefing; Control desk (importance, role, coordination); Role of Control Desk during emergency; Duty Rota & work schedule; Files with format used in Housekeeping department.	1	25 %
III	Hotel Guest Room: Types of room-definition; Standard layout(single, double, twin, suit); Difference between Smoking & Non Smoking room's; Barrier free room's; Furniture/Fixture/Fitting/SoftFurnishing/Accessories /Guest Supplies/Amenities in a guestroom; Layout corridor & floor Pantry.	1	25 %
IV	Cleaning Science: Characteristics of good cleaning agent; Application of cleaning agent; Types of cleaning agent; Cleaning products; Cleaning equipments; Classification and types of equipment with Diagram's (Mops, dusters, pushers, mechanical squeeze,	1	25 %

	vacuum cleaner ,shampooing machine) With their care and uses.		
--	---	--	--

Reference Books:

1. Hotel housekeeping Training.
2. Manual- Sudhir Andrews.
3. Housekeeping for Hotels, Hostels and Hospitals- Grace Brigham.
4. Hotel Hostel and Hospital Housekeeping-Joan C Branson & Margaret Lennox (ELST).
5. Managing Housekeeping Operations-Margaret Kappa&AletaNitschke.
6. Hotel HouseKeeping-SudhirAndrews(Tata McGraw Hill).
7. The Professional Housekeeper-Tucker Schneider, VNR.



Gokul Global University,
Siddhpur



Faculty of Commerce and Management

Syllabus

(As per the Guidelines of New Education Policy-2020)

Program: B.Sc Hospitality and Hotel Administration **Subject/Branch:** Management

Year: I-Year

Semester: II (Second)

Course Title: Basics of Front Office Operations-I

Course Code: CPMJFOO203HM

Course Type: Major Core-4(THEORY)

Course Credit: 03

Pre-Requisite: 10+2

Rationale:The Fundamentals of Food Production is to provide a foundational understanding of the principles, techniques, and practices involved in the preparation, cooking, and presentation of food, ensuring safety, quality, and nutrition.

Teaching Examination Scheme:

Teaching (Hours/week)			Examination Scheme				
Lecture	Tutorial	Practical	Internal		External	Passing Marks	Total
			Mid	CE			
3	0	0	20	20	60	40	100

Course Objective:

The objective of the 'Fundamentals of Food Production' course is to provide students with foundational knowledge and practical skills in the principles, techniques, and processes involved in the preparation, cooking, and presentation of

various food items.

Course Outcome:

4. Understanding Basic Culinary Techniques.
5. Knowledge of Food Safety and Sanitation:
6. Nutritional Awareness:

Content:

Unit	Description in detail	Credit	Weightage
I	Tourism: Meaning – definition and measurement of tourism; Classification – recreation, leisure, adventure, sports, health etc.; Socio – economic benefits of tourism; Adverse effects of tourism; Basic components and infrastructure; Itinerary, passport and visa – Basic information. The Hospitality Industry: History and development of lodging industry – International; History and development of lodging industry – India; Defining the term – Hotel; Reasons for travel.	1	25 %
II	Classification of Hotels: Based on Size, Location, and Length of Stay; Levels of Service, Ownerships and Affiliations; Referral Hotels, Franchise and management contracts; Chain Hotels; Target Markets; Alternate Lodging facilities. Organizational Structure of Hotels: Small; Medium; Large; Lobby Arrangements; Layout and equipment in use; Handling VIPs; Duty Rota and Work schedules; Uniformed Service.	1	25 %
III	Front Office Organization: Basic Layout and Design; Departmental Organizational Structure. Front Office Personnel: Departmental Hierarchy; Attitude and Attributes and Salesmanship; Job Descriptions and Job Specifications of Front Office Personnel.	1	25 %
IV	Front Office Operations: The Front Desk- Equipments in use; The Guest Room- Types and Status Terminology; Key Controls; Tariff plans; Types of rates. Front Office responsibilities: Communication – internal and inter departmental; Guest services– basic information; Guest history– Maintenance and importance; Relationship	1	25 %

	marketing; Emergency situations.		
--	----------------------------------	--	--

Reference Books:

1. Front Office Training Manual –Sudhir Andrews.
2. Managing Front Office Operations– Kasavana& Brooks.
3. Front Office–Operations and Management–Ahmed Ismail (Thomson Delmar).
4. Managing Computers in Hospitality Industry–Michael Kasavana&Cahell.
5. **Front Office operations**–Colin Dix &ChrisBaird.



**Gokul Global University,
Siddhpur**



Faculty of Commerce and Management

Syllabus

(As per the Guidelines of New Education Policy-2020)

Program: B.Sc Hospitality and Hotel Administration **Subject/Branch:** Management **Year:** I-Year **Semester:** II (Second)

Course Title: Financial Management in Hotels

Course Code: CPMIFMH205HM

Course Type: Minor -2

Course Credit: 04

Pre-Requisite: 10+2

Rationale: An accounting in hotel management is to ensure the efficient financial management and accountability of hotel operations.

Teaching Examination Scheme:

Teaching (Hours/week)			Examination Scheme				
Lecture	Tutorial	Practical	Internal		External	Passing Marks	Total
			Mid	CE			
3	0	0	20	20	60	40	100

Course Objective:

Accounting in hotel management is to provide accurate and timely financial information that supports effective decision-making, efficient management of resources, and regulatory compliance.

Course Outcome:

4. Gain a solid understanding of basic accounting principles, including financial statements, balance sheets, income statements, and cash flow statements.
5. Develop skills in creating and managing budgets, forecasting future financial performance, and understanding the financial implications of business decisions.

- Learn techniques for controlling costs within a hotel, including managing expenses, understanding cost behavior, and implementing cost-saving strategies.

Content:

Unit	Description in detail	Credit	Weightage
I	Introduction to Financial Management in Hotels Overview of financial management principles. The role of financial management in hotels. Financial objectives of hotel management. Financial decision-making processes.	1	25 %
II	Financial Statements and Analysis Understanding hotel-specific financial statements: Income statement, balance sheet, cash flow statement. Financial ratios and performance metrics for hotels. Analysis of financial statements for decision making. Case studies on financial performance of hotels.	1	25 %
III	Budgeting and Cost Control Types of budgets in hotel management. Steps in the budgeting process. Cost classification and cost control techniques. Variance analysis and its importance in financial management. Tools and software for budgeting and cost control.	1	25 %
IV	Revenue Management and Financial Planning Principles of revenue management in hotels. Strategies for optimizing revenue. Financial planning and forecasting in the hospitality industry. Investment decisions and capital budgeting. Financial risk management in hotel operations.	1	25 %

Reference Books:

- "Hospitality Financial Management" by Agnes L. DeFranco and Thomas W. Lattin
- "Financial Management for Hospitality Decision Makers" by Chris Guilding
- "Accounting and Financial Analysis in the Hospitality Industry" by Jonathan Hales
- "Managerial Accounting for the Hospitality Industry" by Lea R. Dopson and David K. Hayes



Gokul Global University, Siddhpur



Faculty of Commerce and Management

Syllabus

(As per the Guidelines of New Education Policy-2020)

Program: B.Sc Hospitality and Hotel Administration

Subject/Branch: Management

Year: I-Year

Semester: II (Second)

Course Title: Tourism and Travel Management

Course Code: CPMDTTM206HM

Course Type: Multi-Disiplinary-2

Course Credit: 04

Pre-Requisite: 10 + 2

Rationale: Preparing students for diverse career opportunities in the hospitality, travel, and leisure sectors.

Teaching Examination Scheme:

Teaching (Hours/week)			Examination Scheme				
Lecture	Tutorial	Practical	Internal		External	Passing Marks	Total
			Mid	CE			
4	0	0	20	20	60	40	100

Course Objective:

1. Develop an understanding of the fundamental concepts and principles of the travel and tourism industry.
2. Understanding historical and contemporary significance.
3. Impact of tourism on local and global economies.

Course Outcome:

1. Demonstrate an in-depth comprehension of the various components of the tourism and travel industry, including its socio-economic impact, cultural implications, and environmental sustainability.
2. Apply acquired knowledge and skills to develop strategic plans and solutions for addressing real-world challenges in the tourism and travel sector.
3. Fostering critical thinking and effective decision-making abilities.

Content:

Unit	Description in detail	Credit	Weightage
I	Tourism: <ul style="list-style-type: none">• Concepts• Definitions and historical development.• Types of tourists: tourist, traveler, excursionists• Forms of tourism: inbound, outbound, domestic and international.• Nature and forms of Travel/Tourism• Nature of tourism industry• Characteristics of tourism industry• Components of tourism industry	1	25
II	<ul style="list-style-type: none">• Motivation for travel: basic travel motivators, early travel motivators.• Tourism Demand• Motivation of Tourism Demand.• Measuring Tourism Demand.• Pattern and characteristic of tourism supply• Factors influencing tourism demand and supply.• Differences between Domestic & International Tourism	1	25 %

III	<ul style="list-style-type: none"> • Organizations in tourism • Need of tourism • Factors of tourism • National Tourist Organizations • Role and functions of Important Tourism Organizations: <ul style="list-style-type: none"> ○ WTO ○ IATA ○ PATA ○ TAAI ○ WTTC • Seasonality & tourism 	1	25 %
IV	<ul style="list-style-type: none"> • Impacts of tourism at the destination. • Its impact: socio-cultural, environmental and economic. • Recent trends Domestic Tourism in India • International tourism trends in India • factors influencing for the development of International tourism in India. 	1	25 %

Reference Books:

1. Introduction to Tourism : A.K.Bhatia
2. Tourism System : Mill R.C & Morrison
3. Tourism Development : R.Garther
4. Successful Tourism Management : PranNath Seth

Suggested Readings:

1. A.K.Bhatia, International Tourism Management
2. A.K.Bhatia, Tourism Development – Principles & Practices
3. K.K.Kamra&M.Chand, Basics of Tourism
4. P. N. Sethi, Successful Tourism Management
5. Tourism Management, Dr. ShubhadaMarathe

Online Resources:

1. <https://tourismnotes.com/travel-tourism/>
2. <https://www.ihmnotes.in/assets/Docs/Sem-1/FO/1.TOURISM.pdf>
3. <https://ihmnotessite.com/index.php/tour-travel-management/tourist-and-tourism/>
4. https://www.tutorialspoint.com/tourism_management/tourism_management_tutorial.pdf



Gokul Global University, Siddhpur



Faculty of Commerce and Management

Syllabus

(As per the Guidelines of New Education Policy-2020)

Program: B.Sc Hospitality and Hotel Administration **Subject/Branch:** Management

Year: I-Year

Semester: II (Second)

Course Title: Indian Culture: Perspective For Tourism

Course Code: CPAECENG209HM

Course Type: SEC

Course Credit: 02

Pre-Requisite: 10+2

Rationale:

Teaching Examination Scheme:

Teaching (Hours/week)			Examination Scheme				
Lecture	Tutorial	Practical	Internal		External	Passing Marks	Total
			Mid	CE			
2	0	0	10	15	25	20	50

Course Objectives

1. To provide a comprehensive understanding of Indian culture and its significance in the tourism industry.
2. To explore the concept and importance of heritage tourism in India.
3. To examine the impact of festivals, fairs, arts, and crafts on Indian tourism.

Course Outcomes

1. Demonstrate an understanding of the diverse cultural heritage of India and its importance in tourism.
2. Analyze the role of heritage tourism in preserving Indian culture and promoting tourism.

3. Evaluate the impact of Indian festivals, fairs, arts, and crafts on the tourism industry.

Content:

Unit	Description in Detail	Credit	Weightage
I	Introduction to Indian Culture <ul style="list-style-type: none"> • Definition and Scope of Culture • Characteristics of Indian Culture • Significance of Indian Culture in Tourism • Major Cultural Regions of India 	0.50	25 %
II	Heritage Tourism in India <ul style="list-style-type: none"> • Concept of Heritage Tourism • Types of Heritage: Tangible and Intangible • Important Heritage Sites (UNESCO World Heritage Sites) • Role of Archaeological Survey of India (ASI) 	0.50	25 %
III	Festivals and Fairs of India <ul style="list-style-type: none"> • Importance of Festivals and Fairs in Indian Culture • Major Festivals: Diwali, Holi, Eid, Christmas, etc. • Cultural and Religious Fairs: KumbhMela, Pushkar Fair, etc. • Impact of Festivals and Fairs on Tourism 	0.50	25 %
IV	Arts and Crafts of India <ul style="list-style-type: none"> • Overview of Indian Art Forms: Classical Dance, Music, Theatre • Traditional Crafts and Handicrafts of India • Role of Handicrafts in Promoting Tourism • Government Initiatives to Promote Arts and Crafts 	0.50	25 %



Gokul Global University, Siddhpur



Faculty of Commerce and Management

Syllabus

(As per the Guidelines of New Education Policy-2020)

Program: B.Sc Hospitality and Hotel Administration **Subject/Branch:** Management

Year: I-Year

Semester: II (Second)

Course Title: Indian History & Culture of India

Course Code: CPVACHCI208HM

Course Type: VAC

Course Credit: 02

Pre-Requisite: 10+2

Rationale:

Teaching Examination Scheme:

Teaching (Hours/week)			Examination Scheme				
Lecture	Tutorial	Practical	Internal		External	Passing Marks	Total
			Mid	CE			
2	0	0	10	15	25	20	50

Course Objectives

1. To provide a comprehensive understanding of the historical development of India from ancient to modern times.
2. To examine the socio-political and cultural developments in medieval and modern India.
3. To analyze the impact of British colonial rule and the subsequent developments in post-independence India.

Course Outcomes

1. Demonstrate an understanding of the ancient and early medieval history of India.
2. Analyze the socio-political and cultural landscape of medieval and modern India.

3. Evaluate the impact of British colonial rule and the developments in post-independence India.

Content

Unit	Description in Detail	Credit	Weightage
I	<ul style="list-style-type: none"> Indus Valley Civilization: Origin, Features, Decline Vedic Period: Society, Economy, Religion Maurya and Gupta Empires: Administration, Art, and Culture Major Dynasties and Their Contributions 	0.50	25 %
II	<p>Medieval India</p> <ul style="list-style-type: none"> The Delhi Sultanate: Establishment, Administration, Culture Mughal Empire: Political History, Administration, Art and Architecture Regional Kingdoms: Vijayanagara, Bahmani, Cholas, Rajputs Bhakti and Sufi Movements 	0.50	25 %
III	<p>Modern India</p> <ul style="list-style-type: none"> Advent of Europeans: Portuguese, Dutch, French, British British Colonial Rule: Administration, Impact on Indian Society and Economy Indian Renaissance: Social and Religious Reform Movements Freedom Struggle: Major Movements and Leaders 	0.50	25 %
IV	<p>Post-Independence India</p> <ul style="list-style-type: none"> India's Political and Economic Developments Social Changes: Education, Health, Women's Empowerment Cultural Developments: Literature, Cinema, Performing Arts Contemporary Issues: Secularism, Regionalism, Globalization 	0.50	25%



Gokul Global University, Siddhpur



Faculty of Commerce and Management

Syllabus

(As per the Guidelines of New Education Policy-2020)

Program: B.Sc Hospitality and Hotel Administration

Subject/Branch: Management

Year: I-Year

Semester: II (Second)

Course Title: English-II

Course Code: CPAECENG209HM

Course Type: Ability Enhancement

Course Credit: 02

Pre-Requisite: 10+2

Rationale: The course aims to familiarize the students with the basics of English grammar to enhance their communication and writing skills in English language.

Teaching Examination Scheme:

Teaching (Hours/week)			Examination Scheme				
Lecture	Tutorial	Practical	Internal		External	Passing Marks	Total
			Mid	CE			
2	0	0	10	15	25	20	50

Course Objective:

1. Apply grammar concepts learned to construct grammatically accurate sentences and responses in both written and spoken forms.
2. Student can be able to give responses in both written and spoken forms.
3. Practice using grammar rules in real-life situations such as describing routines, expressing preferences, and discussing experiences.

Course Outcome:

1. Utilize a range of everyday vocabulary to describe people, places, activities, and objects.

2. Construct clear and grammatically correct sentences in written as well as oral communication.
3. It will improve student's level of confidence.

Content:

Unit	Description in Detail	Credit	Weightage
I	<p>MODAL AUXILIARIES:</p> <p>Can, could, may, might, will, would, shall, should, must, ought to, need to, am to, is to, are to, has to, have to, was to, were to, shall have to, will have to, likely to, expected to, supposed to, going to, about to.</p> <p>(Formation of sentences using modals, fill in the blanks with appropriate modal.)</p>	0.50	25 %
II	<p>ACTIVE & PASSIVE VOICE:</p> <p>(Formation of sentences, fill in the blanks with appropriate tense, correct form of the verb and helping verb).</p>	0.50	25 %
III	<p>CONDITIONALS:</p> <p>Probable, Improbable/Imaginary, Impossible.</p> <p>(Formation of sentences, fill in the blanks with correct form of the verb).</p>	0.50	25 %
IV	<p>CONJUNCTIONS:</p> <p>If, and, or, but, because/since, as, so that, while, whereas, as if, until, unless, while, Not only-But also, Either-or, Neither-nor, Both-and, Whether-or, Though, Although.</p> <p>(Formation of sentences, fill in the blanks with correct conjunction.)</p> <p>DEGREES OF ADJECTIVES: Positive, comparative, superlative (Formation of sentences, fill in the blanks)</p>	0.50	25%

Reference Books:

Sr. No.	Author	Name of the Book	Publisher	Year of Publication
1.	Madhumita Chakraborty, Sumita Puri and Jyoti Jakhar Dahiya	English Communication	McMillan Education India	Latest
2.	Board of Editors	Interactive English	McMillan Education India	Latest
3.	Dr. Richa Mishra and Dr. Ratna Rao	A Text Book of English and Communication	McMillan Education India	Latest

Suggested Readings:

6. Communicative Competence in Business English- Robinson, Netrakanti, and Shintre- Orient Longman- Hyderabad.
7. Word Power Made Easy- Norman Lewis- Goyal Saab- New Delhi.
8. Oxford Dictionary of Phrasal Verbs.

Online Resources:

4. www.youtube .com
5. British Council Learn English: <https://learnenglish.britishcouncil.org/>
The British Council offers lessons, games, and activities to help students learn and practice English in an engaging way.
6. English Conversation Practice App from Google play store.

Practical / Activities:

5. Individual Oral Presentation in the classroom.
6. Home assignments for English Writing and Practice.



**Gokul Global University,
Siddhpur**



Faculty of Commerce and Management

Syllabus

(As per the Guidelines of New Education Policy-2020)

Practical-1

BSc in Hospitality and Hotel Management

Subject: Basics of Accommodation Operations-II

Semester -II

Subject Code: CPMJFAB102HM

Teaching (Hours/week)			Examination Scheme			
Lecture	Tutorial	Practical	Internal	External	Passing Marks	Total
0	0	2	20	30	25	50

LIST OF PRACTICALS:

1. GuestRoomLayout.
2. Identificationofcleaningagents.
3. Identificationofcleaningequipment/cleaningcloths(types&uses).
4. Generalcleaning.
5. Glasscleaning.
6. Shoe polishing.
7. SilverPolish.
8. Brass Polish.
9. WashroomCleaning.



Gokul Global University,
Siddhpur



Faculty of Commerce and Management

Syllabus

(As per the Guidelines of New Education Policy-2020)

Practical-2

BSc in Hospitality and Hotel Management (BHHA)

Subject: Basics of Front Office Operations-II

Semester -II

Subject Code: CPMJFOO204HM

Teaching (Hours/week)			Examination Scheme			
Lecture	Tutorial	Practical	Internal	External	Passing Marks	Total
0	0	2	20	30	25	50

LIST OF PRACTICALS:

1. Basic Manners and Attributes for Front Office Operations.
2. Communication Skills – verbal and nonverbal.
3. Preparation and study of Countries –
Capitals & Currency, Airlines & Flagcharts, Credit Cards, Travel Agencies etc.
4. Telecommunication Skills.
5. Forms & formats related to Front office.
6. Hotel visits – WTO sheets.

7. Identification of equipment, work structure and stationery.
8. Procedure of taking reservations—in person and on telephones.
9. Converting an enquiry into a valid reservation.
10. Roleplay—Check-in/Check-out/Walk-in/FIT/GIT/etc;VIP/CIP/H.Getc.
11. Suggestive selling.