

MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL
(Formerly West Bengal University of Technology)
Syllabus of B.Sc. in Culinary Science
(Effective from 2023-24 Academic Sessions)

SEM-7

Sl.	Subject Type	Code	Subject Name	Credit			Total Credit
				L	T	P	
1	DSC	BSCS 701 & 791	Institutional and Industrial Catering	3	0	2	5
2		BSCS 702 & 792	Menu Functions and Material Management	3	0	2	5
3		BSCS 703 & 793	Room Division Management – I	3	0	1	4
4	DEC	MIC 701A/B/C	Cloud Computing / Software Project Management /Introduction To Cyber Security and Cyber Laws	3	1	0	4
5		MIC 702A/B/C	Branding in Healthcare & Digital Marketing / Digital Marketing/ Data Analysis and Interpretation	3	1	0	4
Total Credit							22

Institutional and Industrial Catering.
(Theory)

Course Code- BSCA 701

Credit:3

Contact Hours: 45 hours

Course Objective: The course is designed to build the concept of Institutional and Industrial catering. Students will be able to make use of strategies and policies adopted for the outdoor catering, menu planning, problems associated with the type of catering and functions and types of menus followed in catering institutions.

Sl. No	Course Outcome	Mapped Module
1	Analyse the Intuition and Industrial catering.	M1
2	Identify the Types of Institutional and Industrial Catering	M1, M2,M3
3	Analyse Problems associated with the type of catering	M2, M3,M4
4	Evaluate the scope for Growth and Development	M2, M3,M4,M5
5	Apply the Diet Menus and Nutritional Requirements	M2, M5
6	Analyse, evaluate and implement the production system of Intuition and Industrial catering.	M5,M6

Module No.	Headline	Total Hours	% of questions	Blooms Level
1	Concept of Intuition and Industrial catering	6	10	3, 4

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2	Types of Institutional Catering and Industrial Catering	8	20	3,4
3	Problems associated with the type of catering	10	25	3,4,5
4	Scope for Growth and Development	9	25	2, 3, 4
5	Diet Menus and Nutritional Requirements	6	10	3, 4,
6	Production system of Institutional and Industrial catering	6	10	3, 4
		45	100	

Module 1: Concept of Institutional and Industrial catering: Historic roots and importance of catering Industry, relation between Tourism and Catering, Importance of Institutional and Industrial Catering. **(Total Hours: 06)**

Module 2: Types of Institutional Catering and Industrial Catering: School meals catering, Hostel meals catering, Industrial canteens / cafeteria, Hospital Catering, Mobile catering: Rail Catering, Airline catering. Sea Catering, Menu consideration, Menu fatigue. **(Total Hours: 08)**

Module 3: Problems associated with the type of catering: Competition, Finances, Scarcity of Orders, Management., Training, Food Waste, dealing with Customers, Staying Organized. Disadvantages of catering. Factors affect the success of the hospitality & catering industry: customer satisfaction, leadership, human resource management, people results, and operating results. **(Total Hours: 10)**

Module 4: Scope for Growth and Development: Salient features of Industrial and Institutional Catering Scope of Institutional and Industrial catering in India, career opportunities in catering industry. **(Total Hours: 09)**

Module 5: Diet Menus and Nutritional Requirements: Volume feeding in India, Normal Diets or Full Diets, Breakfast, Lunch, Supper/Dinner menu. Balance Diet, Light diet, Liquid diet, Special diet. Diet Chart. **(Total Hours: 06)**

Module 6: Production system of Institutional and Industrial catering: Menu planning and Theme Parties, Production system, Central Production Unit, Reasons for considering central production units, Small Centralized Operations, Problems associated with off-premises catering. **(Total Hours: 06)**

Suggested Readings:

1. A Handbook of Industrial and Institutional Catering Hardcover by W.H. Emery.
2. CATERING MANAGEMENT: AN INTEGRATED APPROACH by M. Sethi and Surjeet Malhan.
3. Successful Catering by Bernard Splaver.
4. Food and Beverage Service by John Cousins, Dennis Lillicrap.

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Institutional and Industrial Catering.
(Practical)

Course Code- BSCA 791

Credit- 2

Contact Hours:

Module 1: Diet Menus and Nutritional Requirements: Volume feeding in India, Normal Diets or Full Diets, Breakfast, Lunch, Supper/Dinner menu. Balance Diet, Light diet, Liquid diet, Special diet. Diet Chart. **(Total Hours: 30)**

Module 2: Production system of Institutional and Industrial catering: Menu planning and Theme Parties, Production system, Central Production Unit, Reasons for considering central production units, Small Centralized Operations, Problems associated with off-premises catering. **(Total Hours: 30)**

Suggested Readings:

5. A Handbook of Industrial and Institutional Catering Hardcover by W.H. Emery.
6. CATERING MANAGEMENT: AN INTEGRATED APPROACH by M. Sethi and Surjeet Malhan.
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Menu Function and Material Management. (Theory)

Course Code: BSCS 702

Credit: 3

Contact Hours: 45 hours

Course Objective: After successful completion of this course, student will be able to estimate and explain material management and its interface with the operational aspect of Food and Beverage production department, along with food control cycle, and its relationship with materials management.

Sl	Course Outcome	Mapped modules
1	Analyse the concept, definition, relevance and scope of Purchase & Cost Control	M1
2	Analyse and evaluate the foundation of food control cycle.	M1 ,M2
3	Analyse, apply & illustrate the receiving control.	M1, M2, M3
4	Apply & illustrate storing and issuing control.	M2, M3, M4
5	Illustrate and Analyse the applications of production control.	M2, M3, M4, M5.

Module	Content	Total Hours	%age of questions	Blooms Level
M 1	Introduction: Materials Management - Evolution, Importance, Scope and Objectives.	7	10	3,4
M 2	Integrated materials / store management - Scope and objective - Purchasing management Vendor selection and rating - Inventory Management.	10	25	3,4
M 3	Material Requirement Planning - Advantages over conventional planning (Order Point Method) – Input and output of MRP system.	10	25	3,4,5
M 4	Purchasing Management - Responsibilities of Purchase Department - Purchase Cycle.	8	15	4,5
M 5	Materials Handling - Principles of Materials Handling system - Materials Handling Equipment's – Safety issues.	10	25	3,4
		45	100	

Module 1-Introduction:

Materials Management - Evolution, Importance, Scope and Objectives - Interface with other functions. Concept of material Management - Objectives, Components, Significance - Supply Chain Management – Objectives, Components, Significance, Trade off Customer Service & Cost **(7 hours)**

Module 2- Integrated materials / store management - Scope and objective - Purchasing management Vendor selection and rating - Inventory Management - Types of Inventory - Inventory concept - Levels of Inventory - Store layout and planning - Storage system – Storing - Records and documents - Inventory verification - Stock adjustment - Inventory Management systems – software used **(10 hours)**

Module 3- Material Requirement Planning - Advantages over conventional planning (Order Point Method) – Input and output of MRP system - Forecasting – Overview of quantitative and qualitative methods of forecasting - Master Production Schedule - Bill of Materials – Material flow in MRP. MRP II. Concept of ERP. (Numerical expected on BOM Explosion, estimating Net requirements) **(10 hours)**

Module 4- Purchasing Management - Responsibilities of Purchase Department - Purchase Cycle – Negotiation & Bargaining – Vendor relations - Purchasing Methods - Global sourcing - Stores – Functions, Importance, Organization of stores & Stores layout. Stores procedure – documentation. - Inventory control & Cost Reduction techniques: Inventory turns ratios - Standardization – need and importance **(8 hours)**

Module 5 Materials Handling - Principles of Materials Handling system - Materials Handling Equipment's – Safety issues, Relevant case studies **(10 hours)**

Suggested Readings:

1. Purchasing and Supply Management - Dobler and Burt
2. Materials Management - Dutta
3. Purchasing and Materials Management - K S Menon
4. Handbook of Materials Management - Gopalkrishnan
5. Materials & Logistics Management - L.C.Jhamb
6. Introduction to Materials Management – Arnold

**Menu Function and Material Management.
(Practical)**

Course Code: BSCS 792

Credit: 2

Contact hours:

Module 1- Integrated materials / store management - Scope and objective - Purchasing management Vendor selection and rating - Inventory Management - Types of Inventory - Inventory concept - Levels of Inventory - Store layout and planning - Storage system – Storing - Records and documents - Inventory verification - Stock adjustment - Inventory Management systems – software used **(20 hours)**

Module 2- Material Requirement Planning - Advantages over conventional planning (Order Point Method) – Input and output of MRP system - Forecasting – Overview of quantitative and qualitative methods of forecasting - Master Production Schedule - Bill of Materials – Material flow in MRP. MRP II. Concept of ERP. (Numerical expected on BOM Explosion, estimating Net requirements) **(20 hours)**

Module 3- Purchasing Management - Responsibilities of Purchase Department - Purchase Cycle – Negotiation & Bargaining – Vendor relations - Purchasing Methods - Global sourcing - Stores – Functions, Importance, Organization of stores & Stores layout. Stores procedure – documentation. - Inventory control & Cost Reduction techniques: Inventory turns ratios - Standardization – need and importance **(20 hours)**

Room Division Management – I (Theory)**Course Code: BSCS 703****Credits: 4****Contact Hours: 45 hours**

Course Objective: The objective of a Rooms Division Management course is to provide students with the knowledge and practical skills to effectively manage a hotel's front office and housekeeping departments, with the goal of maximizing guest satisfaction and revenue. This includes mastering areas like reservations, front office operations, revenue management, cost control, and maintaining high standards of service and cleanliness.

Sl	Course Outcome	Mapped modules
1	To identify various cleaning agents, and understand their applications for different surfaces in hotel operations.	M1
2	Operate and maintain various housekeeping equipment effectively while ensuring safety, upkeep, and proper storage.	M1
3	Develop and implement cleaning schedules, apply various cleaning methods, and manage housekeeping procedures efficiently including briefing, debriefing, and control desk operations.	M2
4	Demonstrate an understanding of key front office operations related to housekeeping coordination such as reservations, guest handling, and room allocation processes.	M4
5	Maintain professional records and documentation (forms, registers, keys, inventory) and ensure smooth coordination between housekeeping and other departments for guest satisfaction.	M2, M3.

Module	Content	Total Hours	%age of questions	Blooms Level
M 1	Cleaning Science & Equipment: - Cleaning agents, pH scale, cleaning equipment, surface care, stain removal	10	25	1,2
M 2	Housekeeping Procedures: Cleaning schedules, methods, control desk, keys, lost & found, guest requests	10	25	3,5

M 3	Basic Front Office Operations: Front desk functions, reservation systems, guest cycle, room charging	13	25	4
M 4	Guest Room Servicing: Room cleaning procedures, turndown service, supplies & amenities.	12	25	3,5
		45	100	

Module 1: Cleaning Science: Cleaning Agents, Characteristics of a good cleaning agent, PH scale, Types of cleaning agent, cleaning products (Domestic and Industrial), Cleaning Equipment: Types of Equipment, Operating Principles, Characteristics of Good equipment (Mechanical/Manual), Storage, Upkeep, and Maintenance of equipment, Care and Cleaning of Different Surfaces: Metal, Glass, Leather, Rexene, Ceramic, Wood, Wall and floor covering, Stain Removal. **(10 hours)**

Module 2: Housekeeping Procedures: Cleaning Schedules, Cleaning Methods, Briefing, Debriefing, Proceeding for Days work, Keys & Their Classification, Inventory of Housekeeping Items, Indenting from Stores, Housekeeping control desk: Importance, Role, Co-ordination, check list, key control. Handling Lost and Found, Forms, Forms and registers used in the Control Desk, Paging systems and methods, Handling of Guest Requests, General operations of control desk. **(10 hours)**

Module 3: Basic Front Office Operations: Front desk operations & functions, Equipment's used at front office – Room Rack, Mail Message, and Key Rack, Reservation Racks, Information Rack, Folio Trays, Account Posting Machine, Voucher Rack, Cash Register Support Devices, Telecommunications Equipment's, rooms and plans, Basis of Room charging, Tariff fixation, Introduction to the guest cycle, Reservation: Concept, importance, types, channels and systems, Procedure of taking reservation, Overbooking, amendments and cancellations, Group Reservation: Sources, issues in handling groups. Procedure for guest check in, and baggage handling, **(13 hours)**

Module: 4- The Guest Room Servicing: Cleaning of Guest Rooms & Bathrooms: Daily cleaning of (Occupied/Departure/ Vacant/ Under Maintenance/VIP rooms (Systematic Procedures), Special Cleaning, Weekly Cleaning /Spring Cleaning, Evening service/ Turn Down Service, System & procedures involved, Forms and Formats, Replenishment of Guest supplies and amenities, Use of Maids Cart & Caddy. **(12 hours)**

Room Division Management – I (Practical)

Course Code: BSCS 793

Credit: 1

Contact Hours: 30 hours

Module 1: Identification and familiarisation with cleaning equipment and agents. Cleaning of different surfaces e.g. windows, table tops, picture frames under beds, on carpet, metal surfaces, tiles, marble and granite tops. **(15 hours).**

Module 2: Identification and familiarisation with front desk equipment and PMS. **(15 hours)**

Suggested Readings:

Hotel Hostel and Hospital Housekeeping – Joan C Branson & Margaret Lennox (ELBS).

Hotel House Keeping – Sudhir Andrews Publisher: Tata McGraw Hill.

Hotel Housekeeping Operations & Management – Raghubalan, Oxford University Press.

Housekeeping and Front Office – Jones

Managing Front Office Operations – Kasavana & Brooks Educational Institution AHMA.