



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

PROGRAM NAME

**B.Sc. (Catering Science & Hotel
Management)**



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ERODE – 638 107

2019-2020



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SYLLABUS

Sem	Course Code	Core - XII Food & Beverage Service - V	Total Marks: 100		Hours Per Week	Credits
			CIA: 25	ESE: 75		
V	17UATCT503				6	5

OBJECTIVE(S)

To enable the students to learn the Gueridon service, Function catering and budgeting.

Course Outcomes:

At the end of the course, students will be able to

- CO1 Will have a basic knowledge of Gueridon services.
- CO2 Will understand the concept of function catering.
- CO3 Shall understand the knowledge about banquets.
- CO4 Can enrich their knowledge in Outdoor catering.
- CO5 Will have a basic knowledge of budgeting and budgeting control

UNIT I

Gueridon Service: Introduction - Mise en place for gueridon. Special equipments used - Types of trolleys - Advantages and Limitations of gueridon - Care and Maintenance of equipment - Taking the order - Carving and Joining at the table - Carving trolley - Dishes prepared on the gueridon - Flambeing.

UNIT II

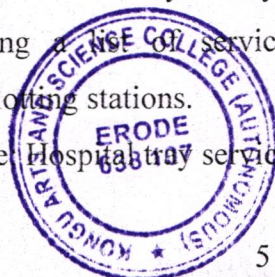
Function catering: Introduction - Types of function - Function Equipments - Wine List - Seating arrangements - Instructions to service staff - Order of service for a formal function - Reception and ordering of wines. Weddings organization - procedure at a wedding buffet - Reception - Family line-up - Procedure for toasts.

UNIT III

Banquets: History - Types - Organization of Banquet department - Duties and responsibilities - Sales - Booking procedure - Banquet menus - Table plans/arrangement. Buffets - Factors to plan buffets - Area requirement - Planning of buffets - Both sit down and fork buffets - Procedures required for exhibitions - Seminars - Fashion shows - Trade fairs etc.

UNIT IV

Outdoor catering: Meaning - Preliminary survey of the place and comfort of party - Hiring of service personnel - Making a list of service equipment required - Staff calculations - Setting up counters and Allotting stations. Specialized forms of service: Hospital tray service - Airline service - Railway service



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Staff organization and training: Staff organization - Level of demand - Duty rota- Staff training - Terms used in training.

Customer relationship: Introduction - Minimizing customer relation problems -- Handling Situations.

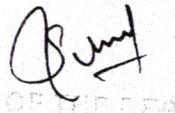
TEXT BOOK:

Singaravelavan - Food & Beverage Service - Oxford University press India, 2012.


BOOKS FOR REFERENCE:

1. Dr.B.K.Chakravarti - Restaurant Management – A.P.H Publishing Corporation, 2004.
2. Dennis R. Lillicrap & John A. Cousins - Food & Beverage Service – ELBS,2016.
3. Sudhir Andrews - Food & Beverage Management - Tata McGraw-Hill,2008.
4. Mohit Agarwal - Catering Management – Alfa Publications,2006.
5. Ravi Aggarwal – Essentials of Food and Beverage Service - Sublime Corporation, 2011.

QUESTION PAPER PATTERN		
Section – A	Section - B	Section - C
10 x 1 = 10 Marks (Multiple Choice, Four options) Two questions from each unit	5 x 7 = 35 Marks (Either or choice) Two questions from each unit	3 x 10 = 30 Marks (Answer any three Questions) One Question from each unit

(for) 
 HEAD OF THE DEPARTMENT
 DEPARTMENT OF CATERING SCIENCE
 AND RESTAURANT MANAGEMENT
 KONGU ARTS AND SCIENCE COLLEGE
 ERODE-638 107.




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Sem	Course Code	Elective - III Human Resource Management	Total Marks: 100		Hours Per Week	Credits
			CIA: 25	ESE: 75		
V	17UATET506				4	4

OBJECTIVE(S)

To enable the students to learn the Comprehensive Knowledge in Human Resource Management

Course Outcomes:

At the end of the course, students will be able to

- CO1:** Will understand HR functions and organization.
- CO2:** Can explore the recruitment process.
- CO3:** Shall epitomize training and development.
- CO4:** Will know the communication process.
- CO5:** Shall be aware of the industrial relations.

UNIT I

Human Resource Management - Meaning, nature, scope, and objective - Functions of Human Resource Department - The role of HR Manager - Organization of HR Department.

UNIT II

Human Resource Planning – Objectives and Process. Recruitment – Sources of recruitment, Selection Procedure - Test and Interview – reference check – final selection - Placement and Induction.

UNIT III

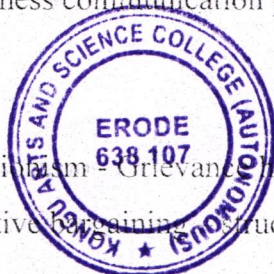
Training and Development – Types of training programmes and training methods. Performance appraisal – Criteria and methods of performance appraisal - Motivation - Job satisfaction.


UNIT IV

Business Communication – Importance of business communication. Formal and Informal business communication – business communication process. Wages and salary administration.

UNIT V

Industrial Relations - Trade unionism - Grievance handling – Causes and Grievance procedure – Employee discipline - Collective bargaining - Structure and benefits of collective bargaining.




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TEXT BOOK:

K Aswathappa – Human Resource Management – Mc Graw Hill Education Ltd. 2008.

BOOKS FOR REFERENCE:

1. Gary Dessler & Biju Varkkey - Human Resource Management – Pearson Educational Asia, 2016.
2. H John Bernardin – Human Resource Management - Tata McGraw-Hill, 2007.
3. Monappa & Saiyadain - Personnel Management - Tata McGraw Hill. 2006.
4. Tripathi - Personnel Management & Industrial Relations - Sultan Chand & Sons. 2008.
5. P.C. Tripathi & P.N. Reddy – Principles of Management - Tata McGraw-Hill. 2007.

QUESTION PAPER PATTERN

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for *[Signature]*
 HEAD OF THE DEPARTMENT
 DEPARTMENT OF MATHEMATICS
 AND PHYSICS
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ACTIVITIES



KONGU ARTS AND SCIENCE COLLEGE (AUTONOMOUS)
DEPARTMENT OF CATERING SCIENCE AND HOTEL MANAGEMENT
DEPARTMENT ACTIVITIES

2019 - 2020

The Department of Catering Science and Hotel Management conducted a Workshop on "**HALWAI KITCHEN**" on 27.01.2020. The workshop was conducted by Chef Packiaraj. C, ITC Fortune Park, Bangalore. Through this workshop student gained knowledge in preparing varieties of Indian sweets.

Venue: Quantity Training Kitchen

Date: 27.01.2020

Beneficiaries: 45 students

KONGU ARTS AND SCIENCE COLLEGE
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 (Under DIT State College Scheme)
 ERODE - 638 107

DEPARTMENT OF CATERING SCIENCE AND HOTEL MANAGEMENT

Cordially invites you for the
 Workshop on
HALWAI KITCHEN

Chief Guest
Chef. PACKIARAJ.C
 ITC Fortune Park, Bangalore

Inaugurate by
Thiru. K.PALANISAMY
 Correspondent

Graced by
Dr. N.RAMAN
 Principal

Time: 10:00 A.M. to 4:00 P.M.
 Date: 27.01.2020

VENUE: TRAINING KITCHEN

KONGU
 Planning & Eval

KONGU ARTS AND SCIENCE COLLEGE (AUTONOMOUS) - ERODE
 Programme Completion Report

Date: 27/01/2020

Department : CS & HM
 Name of the staff incharge : SIVAKESHI SURESH. C
 Name of the HOD : SIVAKESHI SURESH. C
 Name of the Programme : Workshop - Halwai Kitchen
 Date : 27/01/2020
 No. of Beneficiaries :
 a. Our college : 45
 b. Other Institute : -
 Total : 45
 Budget : ₹. 5000/-

Particulars	Receipt	Payment
Advance Received from college	5000	
Oil		350
Flour (Maida)		120
Sweet powder (Ganesh)		400
Flour		450
Remuneration - Faculty person		5000
		6120
Balance / Excess expenditure : Nil		

Approved by: *[Signature]*
 Date: 27/01/2020

Signature of Programme incharge: *[Signature]*
 Signature of Correspondent: *[Signature]*

Advance Vr. no. 2000 dt. 27.1.2020 Rs. 5000/-



[Signature]
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DEPARTMENT OF CATERING SCIENCE
AND HOTEL MANAGEMENT
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